Would the outgoing club officers please stand?

Club officers, thank you for your work this past year. You are now discharged from all further duties and responsibilities.

Would the incoming officers please come forward?

Please stand to the right of the lectern in this order: sgt at arms, treasurer, secretary, VP of PR, VP of membership, VP of ed and president.

The collective challenge of the new officers is to make the club strong and dedicated to helping people from all walks of life to speak in an effective manner, to listen with sensitivity, and to think creatively.

I will ask each officer to hold the gavel as a symbol of leadership.

**Sergeant at Arms, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the Sergeant At Arms are

1. To distribute and display materials at meetings
2. Greet guests and members, and
3. Call the meeting to order.

*Do you accept these duties?*

**Treasurer** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the Treasurer are

1. To Collect dues from members,
2. Send dues and membership renewal reports to Toastmasters International, and
3. Pay club expenses.

*Do you accept these duties?*

**Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the Secretary are

1. To Keep an accurate record of membership
2. Submit the officer list to Toastmasters International after the election, and
3. Keep a record of agendas with minutes of club business.

*Do you accept these duties?*

**Vice President of Public Relations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the VP of PR are

1. To Promote the club to the media
2. Spread the word about membership programs, and
3. Attend Toastmasters events.

*Do you accept these duties?*

**Vice President of Membership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the VP of Membership are

1. To build membership and greet guests
2. Explain the educational program to prospective members and ask them to join, and
3. Follow up with new members and members who have not attended recently.

*Do you accept these duties?*

**Vice President Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

The duties of the VP of Ed are

1. To Plan meetings that will help members achieve their educational goals
2. Familiarize new members to the Toastmasters programs as soon as they join, and
3. Monitor member progress.

*Do you accept these duties?*

**President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as president, you are expected to preside at meetings of your executive committee.

It is your challenge to see that this club enables its members to achieve their educational goals. It’s also your challenge to see that this club helps the area, division, district and Toastmasters International meet their goals. Please accept the gavel as a symbol of your leadership and dedication.

The gavel is a symbol of the power and authority given to you by the membership of this club. Use it wisely and with restraint. You are a member of your team as well as a leader. Work with your team members to create a healthy, dynamic club, a club of which everyone is proud.

*Do you accept these duties?*

It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.