



TIDBITS

For Toastmasters

By Paul Meunier DTM
2000-01 District 47 Governor

Club Officer Installation Ceremony

The Ceremony for Installation of Club Officers should be formal and dignified. The District Governor (or Past District Governor) or Area Governor is an excellent choice for Installing Officer. Otherwise, a Past Club President can perform this duty. The proper procedure is:

Discharge of Outgoing Officers

1 Discharge the outgoing officers by asking them to stand at their chairs. Thank them for their performance and accomplishments, on behalf of Toastmasters International and the District Governor. Relieve them of their responsibilities by saying: ***"YOU ARE HEREBY DISCHARGED FROM ALL FURTHER DUTIES AND RESPONSIBILITIES AS OFFICERS OF CLUB _____, effective June 30."***

Installation of New Officers

2 Next call the new officers forward as a group to stand in a line to the right of the lectern, with the Sergeant at Arms closest to the Installing Officer.

3 Installing Officer: ***"I am here to install the officers of Club _____ and to prepare them for the challenges that lie ahead. Their collective challenge is to make and keep this Club strong, dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity and think creatively. As each officer steps forward, I will ask him or her to hold the gavel as a symbol of leadership."***

4 Introduce the Sgt at Arms. Give a brief description of the goals and responsibilities of the office. Present the gavel as a symbol of this charge. Conclude by saying ***"WILL YOU PERFORM THESE DUTIES TO THE BEST OF YOUR ABILITY?"*** Pass the gavel to the next officer in line. Repeat the procedure for each office until you come to the President.

(Over)

Be positive & Smile!



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(Over)

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5 Installing Officer: Toastmaster _____, having been elected President of Club _____, you are its chief executive officer and will be expected to preside at all Club meetings and at all regular and special meetings of your Executive Committee. It is your challenge to see that this Club enables its member to achieve their educational goals. It is also your challenge to see that your Club helps the Area, Division, District and Toastmasters International to meet their goals.”

6 “Please accept the gavel as a symbol of your leadership and dedication to office. 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. A team is more than a collection of people. It is an emotional force rooted in the feelings, thoughts and actions of all members with the common goal of achievement, sharing and mutual support. Work with your team members to create a healthy, dynamic and Distinguished Club - a Club of which everyone will be proud. WILL YOU, AS PRESIDENT, ACCEPT THE CHALLENGE AND PERFORM YOUR DUTIES TO THE BEST OF YOUR ABILITY?” [President answers: “I will.”]

7 Installing Officer: “Will all the members please stand? The growth and development of the Toastmasters program in Club _____ depends largely upon the actions of this group. On your honor, as men and women of Toastmasters, do you pledge to individually and collectively stand by this Club, live with it, and work with it throughout the coming year?” [Club Members answer: “I will.”] Installing Officer wishes the Club well.

(Steps 8-10 are optional.) 8 The Immediate Past President and the new President are called to the lectern and exchange the pins of their offices. 9 The new President presents a Plaque to the Immediate Past President. 10 The new President presents a three-minute speech, outlining the goals and plans for the upcoming term.

TIDBITS for Toastmasters is a handy guide compliments of Paul Meunier, DTM, 2000-01 District 47 Governor. Although TIDBITS is based on official rules, policies and guidelines of Toastmasters International, the content is the sole responsibility of the author. Comments, corrections and suggestions are welcome!!! For additional copies of TIDBITS for Toastmasters, contact the author below. 4/00 ©

Paul Meunier, DTM
P.O.Box 136 - Gotha, FL 34734
E-Mail: pmeunier@mindspring.com
Tel. 407.295.5874 - Fax 407.295.4572

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