

CEREMONIES

Sample Club Officer Installation

Preliminaries

A current or past leader or a designated representative should formally install newly elected officers. The installation should be a special event typically held as part of the club's annual inaugural banquet. Members should be encouraged to invite spouses and guests. The incoming club president, along with the incumbent president, should coordinate the installation ceremony. The installation can be done anytime following the elections, but should not be held any later than the first month of the new administrative year.

Note: The following script encompasses a host of positions that may be included on a club's board. Your installation ceremony should only include the offices and positions that are part of your club's leadership structure.

Opening

Another year has passed. We have gathered here today for two important purposes. First, as a family, we are celebrating the successful completion of a year of serving our communities. Second, the transfer of power to a new leadership team is a time-honored tradition to which we become this year's witnesses. Your Sertoma club is on the threshold of a new beginning.

To those of you who on this day retire as leaders of this club, we extend our sincere gratitude. I ask you all to join me in a round of applause for (list those who are retiring).

We now prepare for the future. I would like to call forward the club's directors.

Directors

Along with the officers, you are hereby given the responsibilities normally assigned to the governing body. It is essential that you carry out those specific duties traditionally assigned to your office, as well as any duties that may be delegated to you by the president.

As a member of the board of directors, it is important that you prepare yourself for and attend board meetings. Matters of policy coming before the board are yours for consideration. Further, you are responsible for all actions regarding the status of your members. It is also your duty to ensure that this club functions with fiscal responsibility and to be vigilant in all club matters. (Call forward the sergeant-at-arms.)

Sergeant-at-Arms

Your duties are many and varied. Primarily, you are to preserve order at club meetings and assist the president as directed. In your custody is placed all club property, including the gavel, banners and badges. A good sergeant-at-arms is a tremendous asset to a club. It is your

responsibility to ensure that all meetings are conducted with decorum. (Call forward the treasurer.)

Treasurer

Your primary responsibilities are to receive, deposit, disperse and account for all monies of this club in accordance with club policies and directives of the board of directors. At each meeting of the board, it is your duty to present regular written reports regarding club finances and to include a status report on delinquent dues. You are charged overseeing the club and advising the board of directors on all fiscal matters. This fiduciary trust is one which you cannot abrogate. (Call forward the secretary.)

Secretary

It is your responsibility to prepare, maintain and keep safe all official records of the club. Your position is exacting and one of great responsibility. Official reports, correspondence, accurate records and proper maintenance of the club membership roster are all in your jurisdiction and should be treated with utmost importance. You shall serve as the direct link between your club, the Region and Sertoma. (Call forward the vice presidents.)

Club Vice President(s)

You have been selected for an important office at the club level. It will be your responsibility to help ensure that the club's primary committees carry forward an agenda leading to success. From time-to-time, your president or the board of directors may assign special tasks that you shall perform with expediency. As a member of the executive committee, your counsel and leadership will be vital to the success of the club. (Call forward the president elect.)

Club President Elect

You have been chosen as the president elect of your club. This is indeed a special honor. It is an important responsibility, which should not be taken lightly. As president elect, you will have an opportunity to study carefully the leadership technique, sponsorships and programs, and traditions of your club during the next full year. As such, you will have time to prepare yourself for the mission you will embark upon next July as the future president of your club. In this year, you will work closely with the current president to assist whenever and however possible. You will preside at club meetings in the absence of the president. Yours, therefore, is a year for planning and preparation. (Call forward the chairman of the board.)

Chairman of the Board

As chairman of the board, it is your responsibility to see that regular meetings are held and conducted in a business-like manner. You will work closely with the president to develop the agenda for each meeting of the board. As chairman of the board, and because of your experience, you should be of great assistance to your president and to your club. (Call forward the new president.)

President

You have been elected president of your club, and upon your shoulders has fallen the mantle of leadership. It is to you that your club looks for leadership.

You cannot or should not do all of the work yourself. Your ability to designate capable leaders to be chairpersons and to delegate the work to the officers, directors and committees will be key to your success. It is your responsibility to organize, lead, suggest and inspire with the welfare and success of the club in mind at all times.

Installation Challenge

Sertoma leaders: When your club was formed, it was created with high ideals. It was established to promote the purposes of Sertoma and all that it symbolizes; to plan and participate in needed community service activities; to help develop friendship and understanding toward people throughout the world; and to encourage all activities and measures that contribute to a better future for mankind.

Never in history has the active participation of informed citizens been so necessary. There is a growing need for vigorous action by people through the teamwork of Sertoma clubs. We may not always agree as to what is planned and what happens, but we must participate and work together. No one should sit in the grandstand while things are being planned, decided and accomplished.

On behalf of your members, your predecessors and the leadership of Sertoma, I challenge each of you as officers and directors of the (name of the Sertoma club) to provide the leadership, inspiration and initiative necessary to maintain your club's position in the community.

With this challenge to you and the privilege granted to me by your members and Sertoma, Inc., I hereby declare each of you officially installed in your respective offices. Best wishes for a most successful year.