



## Installation of club board members and officers

### Arrangements worksheet

This worksheet is designed to help you assign tasks for this event to be conducted at the end of September or the beginning of October. While the club president is responsible for the installation of club board members and officers, it's common for a guest of honor—such as the lieutenant governor—to preside over the ceremony.

PERSON RESPONSIBLE

#### PRELIMINARY ORGANIZATION

- Plan the budget.
- Arrange the date with your lieutenant governor.
- Select and contract the site.
- Arrange the meal and the entertainment.
- Order the pins and awards.

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#### PROGRAMS

- Design the program.
- Determine the quantity and place your order.
- Take the programs to your event site.
- Distribute the programs.

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#### PARTICIPANTS

- Prepare the list of honored guests.
- Prepare the list of outgoing and incoming officers and directors with a pronunciation guide for the installing officer.
- Invite spouses and other special guests, including presidents and faculty advisor(s) of CKI, Key Club, Builders Club, K-Kids or Aktion Club.
- Confirm attendance and make reservations for expected attendees.

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PERSON RESPONSIBLE

## SEATING ARRANGEMENTS

- Follow club tradition to determine seating. Generally, a head table includes the incoming and retiring presidents, the lieutenant governor (or other installing officers), the master of ceremonies and speakers (if any). If spouses are invited, the spouses of these participants also are seated at the head table.
- Use place cards for honored guests.
- Fill out and arrange nametags on the head table.

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## DECORATIONS

- Order centerpieces for tables.
- Pick up and arrange the decorations.

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## Sample agenda

### **OPENING ACTIVITY**

#### **WELCOME**

#### **INTRODUCTION OF HEAD TABLE**

#### **INTRODUCTION OF OTHER GUESTS**

#### **INTRODUCTION OF ENTERTAINMENT**

#### **SPECIAL PRESENTATIONS**

Recognition of outgoing directors and officers

Recognition of immediate past president

Achievement awards and recognition

#### **INSTALLATION**

Suggested order of installations:

- New directors
- Vice president(s)
- Treasurer
- Secretary
- President-elect
- Immediate past president
- President

#### **ACKNOWLEDGMENTS**

#### **CLOSING**

#### **ADJOURNMENT**

# Installation of club board members and officers

## Suggested scripts

Recognize outgoing directors and officers who will not be holding another office in the new year. Here's how the presentation would flow. The installing officer asks the outgoing officers and board members to stand. Then the installing officer thanks each outgoing leader for his or her contributions in the past year. Finally, the installing officer asks the membership to recognize the leaders with applause.

Now, it's time to introduce the new officers. Here are suggested scripts for each position. Please note that if the installing officer is a member of the club, you'll want to replace "your" with "our" in the scripts.

### **Directors**

*Ask the new directors to come forward as their names are announced.*

"The board of directors of a club is composed of you, the elected directors and the officers. The board of directors handles most of the business of the club—an important responsibility. You'll set strategic direction, implement club policies, approve the club's budget, support committee activities and oversee the administrative tasks of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. Thank you for stepping up to play this important role. It's my pleasure to formally install each of you as a director of this club."

### **Secretary**

*Ask the new secretary to come forward as his/her name is announced.*

"In Kiwanis, the club secretary is the master of details. Your role in handling club affairs—the details of the club and board meetings, the reports, correspondence and records—is essential for the club to run smoothly. Thank you for taking on this important role. I formally install you as secretary of this club."

### **Treasurer**

*Ask the new treasurer to come forward as his/her name is announced.*

"As treasurer, you have been elected to an office that demands absolute integrity and financial and accounting skills. It is your role to deposit and disperse the funds of the club upon the direction of the board of directors. You'll also report on the club's finances at each board meeting. Thank you for stepping into this significant role. I formally install you as treasurer of this club."

### **Vice president**

*Ask the vice president to come forward as his/her name is announced.*

"As an officer of the club, you contribute your vision and ideas to your club's leadership team. In the absence of the president, you shall preside at club meetings and board of directors meetings. I formally install you as vice president of this club."

(If the club has more than one vice president, these remarks must be adjusted accordingly.)

### **President-elect**

*Ask the president-elect to come forward as his/her name is announced.*

“You have been selected to lead your club during the following year. As you serve on the board this year, take advantage of opportunities to learn about the president’s role, build relationships and plan for your year as president. Thank you for your leadership and dedication. I hereby formally install you as president-elect of this club.”

### **Immediate past president**

*Ask the immediate past president to come forward as his/her name is announced.*

“Your club benefits from the immediate past president continuing for one more year as a member of the board of directors. Your experience as club president this past year will empower you to be an essential mentor and colleague for your successor and a valued advisor on the business of the club. It’s my pleasure to present to you your past president’s pin, and by so doing, to charge you with sharing your wisdom and lending a hand as you remain a member of the board for one more year. Congratulations to you on your excellent work and dedicated service this past year. We thank you for your continued dedication to your club.”

### **President**

*Ask the president to come forward as his/her name is announced.*

“You have been elected to the highest office your club can bestow upon you. It is an office of great honor—and great responsibilities. The success of your club in this new year will depend upon your leadership at club and board meetings and as you counsel and inspire your club’s committees. In our community, you’ll be the face of Kiwanis and your club. Guided by your club’s vision, you and your board will set goals for improving your members’ club experience and increasing the impact of your club’s service in the community. Thank you for dedicating yourself to this leadership position. I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your expectations.”

## **CONCLUSION**

“I congratulate your club on the excellent board directors and officers installed on this day, and wish for them and your club a most successful year. Thanks to each and every one of you for stepping into your leadership roles. And thanks to the club members for your support of these leaders. I can assure you of the complete cooperation and assistance of the division, district and Kiwanis International officers and committee chairmen.”

**NOTE:** On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, modify the program to fit your situation.