



## Installation of Club Officers

According to the Bylaws of Key Club International, installing a club's officers should be done in the spring following their election.

Depending upon the individual club, you may want to have a formal ceremony in the evening along with the induction of new members, or you may want to do it during a regular meeting. This document provides suggested comments and steps to follow during the ceremony. *Option:* Include certificates or officer pins during the installation ceremony.

Depending upon how elaborate the ceremony is, you may want to invite a District officer, perhaps your Lieutenant Governor, to be the installing officer. Members of your sponsoring Kiwanis club, the school principal, parents, and the members of the Key Club should be present. The program should be well planned, but concise.

## Retiring Past Officers

The installing officer invites the retiring officers to stand while he/she briefly refers to the achievements during their year of service which should be provided for them. Reference should be made to the value of continuity in the transition from one administration to another. Retiring officers should be urged to explain their work to their successors. Successors in office will welcome constructive counsel regarding their service.

Before officially inducting the new officers, address the retiring president, announce his/her name, and say:

"You and your board have served your home, school, and community well. Please accept my thanks and congratulations. However, your job is not complete. You will be in a position to advise and counsel the newly elected officers. Your help and guidance is still needed.

Right now your position can be a very delicate one. Though you are no longer in the position of highest authority, your experience and leadership can be a great tool. Your knowledge of the executive duties enables you to make helpful suggestions without interfering with the leadership of the new president.

I ask you to be willing to serve in an important capacity within the Key Club organization. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successor. Also, continue serving your home, school, and community, and carry on the virtues that Key Club has instilled in you."

The installing officer will then ask the retired officers to sit and invite the newly elected officers stand.

## Installation of New Officers

The installing officer will address the new members on their new roles and say:

"You members, having been elected to the office of president, vice-president, secretary, treasurer, and bulletin editor constitute a board of trustees and, consequently, have joint duties to perform in addition to your individual official duties.

You are responsible for the administration of the affairs of the club. You must determine the policies and activities of the club, work with prospective members, and continue to develop a strong club. You are charged with the control of all its bills and finances. In brief, all of the general management of your organization rests upon you.

You are to be present at all the regular and specially called meetings of your board and to take an active

part in all the deliberations. Express your opinions concerning all club affairs by considering the club first, centering always around a single desire for the best welfare of your Key Club."

### **Editor**

"The Editor (announce the name), you have been elected to serve your club as editor. You are the voice of the club to the school and to the community. The job of editor is vital to the success of Key Club. You are responsible for communication via the club newsletter, and any/all other forms of communication. You have the responsibility of publicizing the service that your club does for your home, school, and community."

### **Treasurer**

"The Treasurer (announce the name), you have been elected to serve your club as treasurer, which demands financial ability and personal integrity, qualities that your fellow club members saw while electing you to the office. You will oversee the funds of your club, keep proper records, and distribute them upon proper orders.

You must make a report of the finances at such times the president or other officers may require. A sound financial base is necessary to the healthy life of every organization. You have been elected to maintain such a foundation in this organization."

### **Secretary**

"The Secretary (announce the name), you have been elected to serve your club as secretary. The job of secretary is one that contains the most challenging of duties. It is your duty to keep a careful and accurate record of the activities of the club and preserve the records for further reference. You must keep a careful record of membership, attendance, and minutes of all meetings of the club. Your office has great responsibilities that impact the success of your club and should not be taken lightly."

### **Vice-President**

"Vice-President (announce the name), you have been elected to serve your club as vice-president. Your office requires that you work closely with the president to understand their role because at any time you may be asked at any time to step in his/her absence or incapacity. As the president is installed, take the words and apply them to your office as well."

### **President**

"President (announce the name), it is a pleasure to install you as the elected chief executive of this organization. You are the most highly honored of all its officers, and with the greatest honor has come the highest authority and heaviest responsibility.

Presiding at meetings is the easiest of your tasks. But even to this easiest part you must give careful preparation and attention. The need for careful preparation for the meetings themselves indicates only one of your many tasks. You must give serious thought to the selection of your committees, seeking counsel from others and consulting with your fellow officers and Kiwanis sponsor. You must keep in constant touch with your committees and advise them in their work. You must be ready to suggest to the board of trustees such plans as you may think would benefit the club, and you must remain unruffled should your suggestions be rejected.

Remember that you are the president of a democracy and in no way an autocrat. You should not usurp the authority of your fellow officers or of your committees since they trusted you with this power. As you lead your club this year, keep the goal of your term to make the Key Club more vital to its members and more serviceable to the community."

### **To All Officers**

"It is a great privilege to welcome you into official responsibility for the welfare of this club. I am sure that you all deeply appreciate the honor bestowed upon you by your fellow members and that you enter upon your official business with the earnest resolution to be faithful to the trust reposed in you. Most heartily do I congratulate you, and I congratulate the club upon the wisdom of its choice for its official leadership.

The success of the club does not depend upon any one of you individually but upon all of you collectively. Nowhere is it more necessary than in the democracy of Key Club that there be no division among the elected representatives placed in charge of its affairs.

I therefore advise you never to hold your respective personal opinions above the collective opinions of this entire body. As you each rightly seek to give your best to the club, you must also seek the best from your fellow members. Let all the board members freely share ideas about club activities in discussion, and let them be adopted only by the will of the majority.

Finally never forget that Key Club is a service club. It has definite Objects. Every member is convinced that these Objects offer a practical and effective plan, not only to develop each member into a better citizen but through you to build a better nation. It is your job to translate that conviction into action. Yours is the leading and directing part of the process of making the Objects of Key Club International work and making them deeply meaningful."

### **Closing Ceremony**

The installing officer will then shake the hand of each officer while wishing each a successful administrative year. Declare the officers duly installed (turning to audience).

a Kiwanis-family member

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Revised 12/14