First, the installing officer asks the outgoing club officers to stand, thanks them for their work and relieves them of their responsibilities by saying, “You are discharged from all further duties and responsibilities as officers of Club **[insert club name here]**.”

Next, the installing officer calls the incoming officers forward and asks that they stand, in the following order, to the right of the lectern: Sergeant at Arms, Club Treasurer, Club Secretary, Vice President Public Relations, Vice President Membership, Vice President Education, and Club President.

The installing officer charges the incoming officers with their new duties by saying, “I am here to install the officers of Club **[insert club name here]** and to prepare them for the challenges that lie ahead. Their collective challenge is to make this club strong, dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity, and think creatively.

I will ask each officer to hold the gavel as a symbol of leadership as I briefly describe the challenges they must meet and the responsibilities they must fulfill.”

The installing officer introduces the Sergeant at Arms, giving a brief description of the goals and responsibilities of the office. Then the installing officer gives the gavel to the Sergeant at Arms as a symbol of this charge and concludes by saying, “Will you perform these duties to the best of your ability?”

The installing officer asks the Sergeant at Arms to pass the gavel to the next person and repeats this procedure for the Club Treasurer, Club Secretary, Vice President Public Relations, Vice President Membership, and Vice President Education. The incoming Club President is installed last with the following special presentation:

“Toastmaster **[insert incoming Club President’s name here]**, having been elected the Club President of Club **[insert club name here]**, you are its Chief Executive Officer and are 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 members 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. 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 club, a club of which everyone is proud.

Will you, as Club President, accept this challenge and perform your duties to the best of your abilities?” The incoming Club President responds, “I will.”

The installing officer says, “It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.”

The installing officer says, “It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.”

Then, addressing the club collectively, the installing officer continues, “Will everyone please stand? The growth and development of the Toastmasters program in Club **[insert club name here]** depends largely upon the actions of this group. On your honor, as members of Toastmasters, do you pledge to individually and collectively stand by this club, live with it, and work with it throughout the coming year?”

The club members reply, “We will.”

The installing officer says, “Will the newly installed Club President and Immediate Past Club President please join me at the lectern. **[Insert Immediate Past Club President’s name here]**, as Immediate Past Club President of Club **[insert club name here]**, will you offer the Club President’s pin to **[insert incoming Club President’s name here]** as a symbol of their dedication and service? And **[insert incoming Club President’s name here]**, as Club President of Club **[insert club name here]**, will you offer the Club Past President’s pin to **[insert Immediate Past Club President’s name here]** for their dedication and service?” The Immediate Past Club President and incoming Club President each pin the other officer.

The installing officer and Immediate Past Club President leave the lectern. The new Club President takes charge of the meeting.

At this time, the new Club President presents the Club President Award (Item 1990) to the outgoing Club President. The new Club President then gives a three-minute speech, outlining the goals for their term.

**Club Leadership Roles**

**Vice President Education**

As Vice President Education, you schedule members’ speeches, verify the completion of projects, and serve as a resource for questions about the education program, speech contests, and your club mentor program. You are an important source of Toastmasters knowledge for club members and it is your job to become familiar with all aspects of the Toastmasters education program.

**Vice President Membership**

You promote the club and manage the process of bringing in guests and transforming them into members.

By initiating contact with guests, helping them feel welcome, and providing them with the information they need to join, you help maintain a constant influx of new people into your club. You also attentively monitor membership levels and strategize with the rest of the Executive Committee about how to overcome membership challenges when they occur.

**Vice President Public Relations**

You promote the club to the local community and notify the media about the club’s existence and the benefits it provides. You promote the club, update web content, and safeguard the Toastmasters brand identity. It is your job to notify the media whenever your club does something newsworthy.

As Vice President Public Relations, you will find yourself writing news releases, creating and distributing fliers, and maintaining the club’s presence on the web and in the community.

**Club Secretary**

You maintain all club records, manage club files, handle club correspondence, and take the minutes at each club and Executive Committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International.

Though some clubs combine the Club Secretary role with the Club Treasurer, it is best to have a dedicated Club Secretary who can help reduce the workload of the Club Treasurer and occasionally assist the Vice President Education as well.

**Club Treasurer**

You are the club’s accountant. You manage the club’s bank account, writing checks as approved by the Club Executive Committee, and depositing membership dues payments and other club revenues. You are also in charge of submitting membership dues payments to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club.

Though the Club Treasurer’s duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they are not completed accurately and on time.

**Sergeant at Arms**

You keep track of the club’s physical property, such as the banner, lectern, timing device, and other meeting materials. You arrive early to prepare the meeting place for members and stay late to stow all of the club’s equipment. You are also in charge of the meeting place itself, obtaining a new space when necessary, and maintaining contact with the people who allow you to use the space for your club meetings.

The Sergeant at Arms also has a role to play during business meetings, speech contests, and other special club events. For example, the Sergeant at Arms escorts potential new members outside of the club’s meeting place while the members vote on admitting them to the club. The Sergeant at Arms stands at the door while contestants compete in speech contests to ensure that the speaker is not interrupted by latecomers.