



Club Officers Installation Script

My fellow Toastmasters & Guests, today's meeting of the [Name of the club] Toastmasters Club is not just a special meeting, but a momentous one. The current leaders are moving on to make way for a new set of leaders. It is now time for a change-of-guard in the Club and it is my honour to install the new set of Club Officers for the current term [2025-26].

Will the outgoing officers please stand as I call out their names:

Sergeant at Arms: [name]

Treasurer: [name]

Secretary: [name]

Vice President Public Relations: [name]

Vice President Membership: [name]

Vice President Education: [name]

President: [name]

On behalf of Toastmasters International and District 105, I thank all of you for your accomplishments. You're discharged from all further duties and responsibilities as officers of [Name of the club] Toastmasters Club .

New officers, when I call each of you, please come forward and stand to the right of the lectern.

Sergeant at Arms: [name]

Treasurer: [name]

Secretary: [name]

Vice President Public Relations: [name]

Vice President Membership: [name]

Vice President Education: [name]

President: [name]

I'm here to install the officers of [Name of the club] 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 listen with sensitivity, think creatively, and speak in an effective manner.

As I briefly describe the responsibilities of each officer, I'll ask him or her to hold the gavel as a symbol of leadership.

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. For online meetings, make sure to open the Zoom room or any other virtual platform ahead of time. Begin the meeting by reviewing the online meeting etiquette with the attendees. *[Give gavel to SAA.]* Will you perform these duties to the best of your ability? *[SAA responds, "I will."]* Please pass the gavel to the Treasurer.

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. Will you perform these duties to the best of your ability? *[Treasurer responds, "I will."]* Please pass the gavel to the Secretary.

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. Will you perform these duties to the best of your ability? *[Secretary responds, "I will."]* Please pass the gavel to the Vice President Public Relations.

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. Will you perform these duties to the best of your ability? *[VPPR responds, "I will."]* Please pass the gavel to the Vice President Membership.

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. Will you perform these duties to the best of your ability? *[VPM responds, "I will."]* Please pass the gavel to the Vice President Education.

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. Will you perform these duties to the best of your ability? [*VPE responds, "I will."*] Please pass the gavel to the President.

President _____, having been elected the President of [*Name of the club*] Toastmasters Club [*Club Number* _____], you're its chief executive officer and will be expected to preside at all club meetings and at all regular and special meetings of the Executive Committee. It's your challenge to see that this Club enables its members to achieve their educational goals. It's 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're a member of your team and a leader. A team is more than a collection of people. It's 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 will be proud. Will you, as President, accept this challenge and perform the duties to the best of your ability? [*President responds, "I will."*]

It's now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.

[*Address the club collectively.*]

Will everyone please stand. The growth and development of the Toastmasters program in [*Name of the club*] depends largely on the actions of this group. On your honor, as men and women of Toastmasters, will you pledge to individually and collectively stand by this club, live with it, and work with it throughout the coming year? [*Every member responds, "I will."*]

This concludes the installation ceremony and request the Immediate Past President _____ to join the stage for group photo.

(*After the group photo*)

I'll turn control over to your new President.