



# CEREMONY FOR THE INSTALLATION OF CLUB OFFICERS

Revised  
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Grimsby & District Lions Club

# INSTALLATION OF CLUB OFFICERS

## NOTES

- ✓ Obtain from the Club Secretary a listing of all the Officers' names and the positions that they will hold in the next Lion year.
- ✓ Assign Lions who will assist you in performing the Installation.
- ✓ Have the officers-elect gather in a suitable area facing the audience, where feasible.
- ✓ Ascertain whether the President will be passing on the gavel and pinning the President's pin as part of the ceremony.
- ✓ Prior to the ceremony check with the Secretary that the officers have been duly elected by the membership of the club and that they are qualified to hold the position they were elected to.
- ✓ Some smaller clubs may have one person fulfilling more than one position on the Board of Directors.
- ✓ Be aware that some clubs have unique events that may take place following the formal installation. They may wish you to incorporate these as part of this event. Be flexible and accede to reasonable requests. Try to ascertain these ahead of time.
- ✓ Ask the members to turn off their electronic devices during the ceremony.

## **Installation of Club Officers - Preamble**

The ceremony we are about to witness, is one which has, or will take place, with many variations - in many languages – in many parts of the world. About one-quarter of a million Lions will be inducted into offices in their respective Lions Clubs.

This is a very special occasion. A new leadership team is taking the helm of the club. Innovative ideas, new directions and hopefully new jokes. The election to an office in your Lions Club, is at the same time, a recognition of service and a challenge. Recognition, because your fellow members have seen the effort you put into serving your community. The challenge is to continue that effort into building your club and community.

You will hear a brief, incomplete synopsis of the duties & responsibilities of each Officer as they are called forward to be installed.

I request your attention and ask that you withhold any applause until the ceremony is completed.

## **Bulletin Editor**

*(If elected to the Board of Directors)*

Bulletin Editor-Elect Lion, \_\_\_\_\_

As the Bulletin Editor, your duties include:

- Gathering newsworthy information,
- Preparing and publishing the club's bulletin,
- Ensuring that all members are given or sent a copy of each edition of the bulletin.
- Working closely with the Club's Marketing Communication Chairperson.

Lion \_\_\_\_\_ will you carry out the duties of Bulletin Editor to the best of your ability?

## Lion Tamer

*(If elected to the Board of Directors)*

Lion Tamer-Elect, Lion \_\_\_\_\_.

Your duties include:

- Being responsible for the club's property and paraphernalia, and preparing the meeting room **prior** to the meeting,
- You are to assist the president as the official greeter, always welcome and introduce all guests and see that places are provided for all,
- Putting away all club property at the end of meetings, and
- Acting as the club's sergeant-at-arms.

Lion \_\_\_\_\_ will you carry out these duties to the best of your ability?

## **Tail Twister**

*(If elected to the Board of Directors)*

Tail Twister-Elect Lion, \_\_\_\_\_

The responsibility of a good, lively meeting rests chiefly on your shoulders.

As such you shall maintain harmony, and encourage good feelings, life and enthusiasm in the meetings. You shall impose and collect the fines at the meetings (and shall use your best judgment when doing so). Much of the success of the meetings will depend upon your resourcefulness in promoting fellowship, fun and laughter, making the members forget any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship.

Lion \_\_\_\_\_ will you carry out the duties of Tail Twister to the best of your ability?

## Service Chairperson

Service Chair-Elect, Lion \_\_\_\_\_

As the Club Service Chairperson, you will bring Melvin Jones' dream to life - that every need can be met by a Lion.

Some of your duties include:

- Develop service action plans and act as a club resource to meet goals that address community needs.
- Develop and lead committees to implement the service plan, which includes fundraising activities.
- In collaboration with the Club Secretary, report service activities to Lions Clubs International.
- Encourage full membership participation in the club service projects throughout the year.
- Collaborate with the Membership Chairperson to promote membership opportunities to non-Lions during service projects.
- Participate in the District Governor's Advisory Committee Meeting (Zone meeting) when appropriate.

Lion \_\_\_\_\_, will you carry out these duties as Club Service Chair to the best of your ability?

## **Marketing Communications Chairperson**

Marketing Communications Chairperson-Elect  
Lion, \_\_\_\_\_

Though Public Relations is every Lion's responsibility, the Marketing Communications Chairperson is tasked with the following:

- Communicating information about your club to the community, including the media through a variety of resources and media types.
- Keeping your club aware of PR efforts and results.
- Providing information to International Headquarters about outstanding Lions programs and activities by using the "Submit Your Story" feature on the Lions Clubs International (LCI) website

Lion \_\_\_\_\_, will you carry out the duties as Marketing Communications Chairperson to the best of your ability?



## Membership Chairperson

Membership Chair–Elect Lion \_\_\_\_\_,

The position of club membership chairperson is important to the health and vitality of your Lions club and its ability to serve the community. Some of your duties include:

- Create a membership plan.
- Facilitate the recruiting process of new members, working with the club members.
- Ensure that new members receive orientation as appropriate.
- Implement the Club mentor program for new members.
- Participate as a member of the District Governor advisory Committee meeting focused on membership.
- Acting as part of the Global Action Team for the club,
- Preparing and implementing orientation sessions
- Reporting to the board on ways to reduce loss of membership;

Lion \_\_\_\_\_, will you carry out the duties Membership Chairman to the best of your ability?

## Elected Directors

Lion(s) \_\_\_\_\_ you (both) have one year remaining to serve on the club's executive.

Lion(s) \_\_\_\_\_ you have been elected to serve for two years on the club's executive.

With the other officers, you form what is known as "the Board of Directors" of this club.

Your duties include:

- Authorizing all expenditures and you shall not create any indebtedness beyond the income of the club,
- Being responsible for the business policies of the club and their execution,
- Holding regular monthly meetings, and
- Approving or rejecting the membership committee's report on any candidate for membership in the club.

Will you carry out the duties as Director to the best of your ability?

# LCIF Coordinator

**(May use this in conjunction with the Past President)**

LCIF Coordinator–Elect Lion, \_\_\_\_\_

Club LCIF Coordinators serve as ambassadors for the Foundation at the club level. Nominated by the club’s nominating committee, and elected as a member of the board, the Club LCIF Coordinator serves a one-year term. The position of LCIF Coordinator is usually held by the Immediate Past President.

The Club LCIF Coordinator works closely with local club leadership and communicates directly to LCIF District Coordinators to ensure alignment with district goals.

Responsibilities include:

- Educating Lions about LCIF
- Attend LCIF training provided by your district coordinator, if provided
- Give an annual presentation at a club meeting on the LCI Foundation
- Promote LCIF through club’s website, newsletters,
- Provide regular updates to club leadership & District Coordinator regarding club achievements,
- Inform Lions in your club of LCIF grant opportunities at the local level,
- Oversee annual giving at the club level,
- Recognize donors annually or throughout the year,
- Identify partners in your club or local businesses with the capacity and interest to support LCIF.

Will you carry out the duties as LCIF Chairperson to the best of your ability?

## Vice President(s)

1st Vice President–Elect Lion \_\_\_\_\_

2nd Vice President-Elect Lion \_\_\_\_\_

3rd Vice President-Elect Lion \_\_\_\_\_

You have been elected to high office by the members of this club.

- As the club vice president, your tasks are two-fold. One of your top priorities is to stand ready to fulfill the duties of a more senior VP or club president if the president is unable to do so, for any reason. Most likely, you will also have other duties as assigned by the president, and you may be tasked to lead one or more committees during the year.
- In addition to those duties, you should dedicate time to prepare to serve as club president. It is important to understand the role of club president and all its responsibilities well before you begin to serve.
- You will also serve as part of the Global Action Team as the Global Leadership Team Club Leadership Development Chairperson

Will you carry out the duties and responsibilities as Vice President to the best of your ability?

## Treasurer

Treasurer–Elect Lion \_\_\_\_\_.

Your duties include:

- Receiving and depositing all monies in a bank authorized by the Board of Directors and disbursing or paying out only on their sole authority,
- Maintaining accurate accounts and records and submitting reports as outlined in the Constitution & By-laws.
- Reporting monthly to the Board of Directors and quarterly to the membership.
- Presenting a year-end report and making your books and ledgers available to the appointed auditors.

Lion \_\_\_\_\_, will you carry out the duties of Treasurer to the best of your ability?

## Secretary

Secretary-Elect \_\_\_\_\_.

Next to the President, you have been elected to the most demanding and responsible position in the club. Under the supervision and direction of the President and the Board of Directors, your duties include:

- Acting as the official liaison between this club, the District, Multiple- District and Lions Clubs International,
- Receiving and sending all correspondence,
- Recording all meetings, maintain membership and committee lists and keeping an accurate account of attendance and all activities undertaken by the club,
- Collecting all monies due the club, turning such funds over to the treasurer taking proper receipt thereof,
- Submitting all required reports and returns promptly and being an active member of the Governor's Advisory Committee in the zone.

Lion \_\_\_\_\_, will you carry out the duties of Secretary to the best of your ability?

## President

President-Elect Lion, \_\_\_\_\_

You have been elected to the highest office of the club. You are the chief executive officer. Your duties include:

- Presiding at all general meetings of the club;
- Presiding at all monthly meetings of the board of directors;
- Appointing all standing and special committees acting as an ex-officio member of each of those committees;
- Calling for regular committee reports;
- Ensuring that all members fully participate in the club's projects and activities;
- Cooperating with, and being an active member of the Governor's Advisory Committee in your zone;
- Serve as the club Global Action Team Chairperson.

Lion \_\_\_\_\_, will you carry out the duties of President to the best of your ability?

## **Immediate Past President**

Immediate Past President Lion, \_\_\_\_\_

You will be a member of the Board of Directors with all the rights and privileges of the other members. You are also the Club's LCIF Coordinator.

Lion \_\_\_\_\_, you should assist the newly elected President and the Board of Directors, making your experience and those of your predecessors available to them.

Will you guide and counsel the Board as it builds on the foundations that you have laid?

## **Symbolic transfer of office**

I now call upon the outgoing President to pin the incoming President and pass on the gavel". "To you, Lion President, I hand this gavel, as a token of your club's esteem, love and confidence in you, and as your symbol of authority.



Lions, please stand.

Will you support and assist this newly elected Executive to the best of your ability?

I would ask that you join with me in making a commitment to work with them in service to your club and community and enjoy the fellowship that makes Lion membership worthwhile.

It is now my pleasure to declare these Lions duly installed into their respective offices. Lions and guests - I present to you the Board of Directors for the Lions Year \_\_\_\_\_.

Lion President\_\_\_\_\_ have a momentous year!