**Ceremony for installation of officers for Lions Clubs**

**INSTALLING OFFICER**:

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. Fundamentally, each ceremony will have the same goal - to officially install a Lions Club's Officers for the next fiscal year of Lionism.

You will hear a brief synopsis of the duties & responsibilities of each Officer. This will not be a full job description, nor a Term of Reference, as that would be too time consuming.

It is my honour today to install the officers of this club for the coming fiscal year. Lion Secretary, have the officers to be installed been properly elected to their prospective offices? It is not my intention to instruct them in detail in the various duties. Their names will be filed in the office of Lions Clubs International, from which they will receive information and suggestions for carrying out their various duties. I know they can be depended upon to read and study this informative material carefully, and to execute their duties faithfully.

 I shall, however, call each officer to the front, and briefly outline (his/her) duties in the club, so that all members may know what to expect.

This is serious business to the Club and to those being installed; therefore, I request your attention and ask that you withhold any applause until the ceremony is completed.

**INSTALLING OFFICER**: **Lion Tamer**

 Lion **\_\_\_\_\_\_\_\_\_\_\_\_\_**, you have been elected to serve as **Lion Tamer**. As such, you will be in charge of and responsible for the club`s property. You will see to it that the flags, gong, gavel and banners are properly placed; and that all materials are properly distributed. You are to assist the past presidents as the official greeters, always welcome and introduce all guests and see that places are provided for all. Will you perform these duties to the best of your ability?

 Lion Tamer: **I will**

**INSTALLING OFFICER**: **Tail Twister**

 Lion **\_\_\_\_\_\_\_\_\_\_\_\_**, you have been elected to serve as **Tail Twister**. 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, for a time at least, their business and any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship. Will you perform these duties to the best of your abilities?

Tail Twister: **I will**.

**INSTALLING OFFICER: LCIF Liaison**

Lion **\_\_\_\_\_\_\_\_\_\_**, you have been elected as **LCIF Liasion** for your club. As such you shall communicate the mission of LCIF to your club and collaborate with the Service Chairperson and LCIF District Coordinator to promote LCIF. You shall encourage members to support LCIF through various programs and means during your term. Will you, as LCIF Coordinator, perform all of your duties as provided by your club’s governing documents to the best of your ability?

 LCIF Coordinator: “I will.”

**INSTALLING OFFICER**: **Membership Chair**

 Lion (s) **\_\_\_\_\_\_\_\_\_\_\_\_**, you have been elected to serve as the club’s **Membership Directors**. You will lead the Membership Committee, and help them to develop and implement a growth program as approved by the club’s board of directors. You will regularly report to the club and encourage and assist members in bringing qualified members into the club, always using proper recruitment methods. In addition, you will work with the club’s leadership in insuring that the membership losses at kept at a minimum. You are also asked to serve as a member of the Zone level membership committee and cooperate generally with programs at the district level. Will you perform these duties to the best of your ability?

Membership Director: **I will**

**INSTALLING OFFICER**: **Directors**

 Lions **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 yr)**, and **\_\_\_\_\_\_\_\_\_\_** and **\_\_\_\_\_\_\_\_\_\_\_\_ (2yr)** you all have been elected to serve as **Directors** on the board. With the other officers, you form what is termed the board of directors of the club. Your position is important because you will assist in formulating and executing the policies of the club. All new business is considered and shaped by this board of directors.

 You will faithfully attend the regular and special meetings of the board, and give unselfishly of your time and effort to advance your club and Lions Clubs International. Will you perform these duties to the best of your abilities?

 Directors: **I will**

**INSTALLING OFFICER**: **Vice-presidents**

 Lion **Lisa Schertzer**, you have been elected to serve as **Vice-presidents**. What I have just said about the duties of the directors also applies to you. In addition, you, in order of your office and presence, will substitute for the president when absent from any club or board of directors meeting.

 Your position is more than an honorary one. In a Lions Club, the vice-presidents shall, under direction of the president, oversee the functioning of such committees as the president may designate.

 Will you as vice-presidents, perform your duties to the best of your abilities?

 Vice-Presidents: **I will**.

**INSTALLING OFFICER**: **Treasurer**

 Lion **Lisa Schertzer**, you have been elected to serve as **Treasurer**. As such you will be custodian of all club funds. Naturally you will deposit all monies received in such bank or banks as are designated by the board of directors. You will assist the finance committee in preparing a budget and such finical statements as maybe necessary. You will disburse funds only upon direction of the board of directors. You will give bond for the faithful performance of your duties; this is for your own protection and in keeping with recognized and accepted business procedure. Will you, as treasurer, perform your duties to the best of your ability?

 Treasurer: **I WILL**.

**INSTALLING OFFICER**: **Secretary**

 Lion **John Wells**, you have been elected to serve your club as **Secretary**. Yours is one of the most important offices in the club. The success of your club will be determined largely by the efficiency with which you perform the duties of your office. You are the president’s right hand. Under the president’s direction and that of the board of directors, you are the liaison officer between your club and Lions Clubs International and between your club and your district governor’s organization. You will receive many communications from both. Through you, in the post of corresponding officer, it will be your duty to see that all communications are properly referred to your board of directors or your club as circumstances require or justify.

 Among your duties as provided in the Lions Clubs International Constitution and By-Laws, you shall submit regular Monthly Membership Reports to Lions Clubs International. You shall keep the general club records, including minutes of the club and board meetings, committee appointments, officer’s list, attendance records, list of key members and a list of members showing their classifications, addresses and telephone numbers.

As part of your monthly report to the board, you shall include the names of all members who are in arrears in payment of dues.

You are also an active member of the district governor’s advisory committee and as such you will attend the quarterly advisory committee meetings of your zone. You will receive pertinent information from Lions Clubs International intended to aid you in properly performing the duties of your office. Will you, as secretary, perform such duties to the best of your ability?

Secretary: **I WILL**

**INSTALLING OFFICER**: **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.

Lion **\_\_\_\_\_\_\_\_\_\_\_**, you remain on the Board this year as Immediate Past President freed of the responsibilities of day to-day operation. You should use your experience to counsel the Board as it builds on the foundation laid by you and your predecessors. Will you assist the newly elected President and the Board of Directors, and make your experience as last year's President available to them?

Immediate Past President: **I WILL**

**INSTALLING OFFICER**: **President**

 Lion **Vicky Caruana**, having been elected to the office of **President** of your club, you are its chief executive officer and will be expected to preside at all meetings of your club, and regular and special meetings of your board of directors.

 It is your duty to appoint the administrative and activities committees, in accordance with the Lions International Club Standard Organization Plan, and to act as an ex-officio member of each of these committees. With your vice-presidents, you shall see to it that these committees function.

 You are also, with the club secretary, an active member of the district governor’s advisory committee and as such you will attend the quarterly advisory committee meetings in your zone.

 Keep in mind that at the end of your term of office you will be called to give an account of your stewardship. Your record of achievement will then be history. This record in years to come will be compared with the records of other presidents. Your club members will best decide your success. Now is the time to plan, and take steps to continue to build your club in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions International. Will you, as president, perform your duties to the best of your ability?

 President: **I WILL**

**INSTALLING OFFICER**:

 *(Address members of the board of Directors)*

 The policies and the achievements of this Lions Club will depend largely upon the actions of the board of directors of which you are members.

 You shall authorize all expenditures. So may I, at this time, caution you not to create any indebtedness beyond the income of the club, nor disburse funds for purposes that are non-essential to the objects of the club?

 On your honour as Lions, do you individually and collectively promise to stand by this club, live with it and work with it throughout the coming year; to take such time as maybe necessary to perform your official duties properly?

 Officers: **I DO**

**INSTALLING OFFICER**:

*(Request club Membership to rise. Addresses club members)*

 Lions, I want to call your attention to the fact that these Lions who have been entrusted by you with the club responsibilities for the coming year, have signified their intention to exert their very best personal efforts to make your Lions club the kind of organization it should be.

 It must be remembered that the only way in which these new officers can successfully carry on is for them to receive the fullest support of every individual member. As an individual, when requested by your president to serve on a committee, to perform some duty in Lions or to support your club in any way in which it will need your support, will bear in mind that you members collectively elected these officers, and accordingly, will you pledge to support them actively at all times?

 Club Members: **I DO**

**INSTALLING OFFICER**:

 It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

*(Addresses President, presenting the gavel of the club):*

 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. On behalf of the membership of your club, I want to assure you to their readiness to follow your leadership during your term of office.

 And now Lion President **Vicky Caruana** your club has conferred in electing you as it’s chief executive and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.

The International Association

Of Lions Clubs