

Club Officer Installation



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

Options:

- Invite a district officer, perhaps your lieutenant governor, to be the installing officer.
- Invite members of your sponsoring Kiwanis club, the school principal, parents, and the members of the Key Club to attend.
- Depending upon your 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.
- The installing officer can invite the retiring officers to stand while he/she briefly refers to the achievements during their year of service.
- Add additional officers to be installed as needed.

Ceremony:

Retiring of Outgoing Officers (Optional)

<Have retiring officers stand in their seats or come forward>

"You have served our club well. We thank you for your service and now ask you to help make the transition of administrations a smooth one by sharing generously your knowledge and experience with your successors. Continue serving your home, school, and community, and carry on the virtues Key Club has instilled in you. Many thanks and congratulations for a year full of success, growth, and service."

Installation of Incoming Officers

<Have all incoming officers come to front/stage or each individually>

"Will the incoming officers please come forward.

Since 1925, Key Club International has been a vital service organization developing competent, capable, and caring leaders through the vehicle of service. Today we install new officers prepared to lead the (insert club name or school) Key Club for (insert year).

(Insert editor name), you have been elected to serve your club as editor. The job of editor is vital to the success of Key Club. You are responsible for the prime tool of communication, the club newsletter, as well as all other forms of communication. You are the voice of the club to the school and to the community. The ability to let everyone know exactly what your club is doing to serve the children of the world is in your hands.

<Hand officer pin or pin officer and shake hands>

(Insert treasurer name), you have been elected to serve your club as treasurer, which, in addition to financial ability, demands personal integrity, a quality your fellow club members saw while electing you to the office. Your duties are overseeing the funds of your club, keeping proper records, and distributing them upon proper orders. You must make a report of the finances at such times as the president and officers require. A sound financial foundation is necessary to the healthy life of every organization. You have been elected to maintain such a foundation in this organization.

Club Officer Installation



<Hand officer pin or pin officer and shake hands>

(Insert secretary name), you have been elected to serve your club as secretary. The job of secretary is one of 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. In your hands is placed the success of this group. I urge you to take your responsibilities very seriously. This group can rise or fall through the efforts of its secretary.

<Hand officer pin or pin officer and shake hands>

(Insert vice-president name), you have been elected to serve your club as vice-president. As next in office to the president, you become his/her understudy. You may be asked at any time to step in his/her absence or incapacity. Let me then ask you to give careful attention to what I am about to say to the elected president and to consider the remarks as being addressed also to you.

<Hand officer pin or pin officer and shake hands>

(Insert president name), it is a pleasure to welcome you as the president of this club. You are the most highly honored of all its officers, and with the greatest honor there have been given to you the highest authority and heaviest responsibility. Presiding at meetings is the easiest and least of your tasks. But even to this easiest part you must give careful preparation and alert attention. 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. And always 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. I urge you in your leadership to keep one goal at the center of all your plans and endeavors, namely, to make the Key Club more vital to its members and more serviceable to the community.

<Hand officer pin or pin officer and shake hands>

As each of you give your best, remember the objects of Key Club International:

Our Mission: Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.

Our Vision: To develop competent, capable, and caring leaders through the vehicle of service. And our core values of leadership, character building, caring, and inclusiveness.

As club leaders, do you promise to uphold the objects of Key Club, be a vital force in the organization, fulfill all duties of your office, and continually provide service to your home, school, and community?

If so please answer 'yes.' "

Club Officers: "Yes"

"Then with great pride I install you as the (insert year) (insert club name or school) Key Club Board. Key Club expects great things from your year of leadership and I wish you a most successful year. Please join me in congratulating our new officers."

<Applaud>