

## **INSTALLATION OF OFFICERS**

### **SPECIAL NOTE TO THE PERSON (S) CONDUCTING THE CEREMONY**

- 1. Get all the names of individuals as early as possible.**
- 2. Write them down in the appropriate spaces or keep list with your notes.**
- 3. Assign those Lions who will assist you in presenting the Installation.**
- 4. Have newly installed officers in a suitable area facing the audience.**
- 5. Clue the President about the symbolic passing of the gavel and pinning of the President's pin.**
- 6. Use the proper protocol when first addressing the gathering.**

**THIS IS A MODIFIED VERSION WHICH WAS PUT TOGETHER BY PDG LION  
C. W. (GUS) ESTE  
IT IS NOT AN OFFICIAL VERSION IN ANY MANNER, BUT, BECAUSE IT IS  
RELATIVELY STRAIGHT-FORWARD  
AND SHORT MANY CLUBS REQUEST THAT IT BE USED DURING THEIR  
CEREMONY.  
A VERY OFTEN USED ADDENDUM IS THE LIONS OBJECTS AND ETHICS  
READ AT THE BEGINNING AND ENDING.**

## **Installation of 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. 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. Each Officer will receive comprehensive written instructions from Lions Clubs International Headquarters.

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.

## Lion Tamer

Lion Tamer-elect Lion \_\_\_\_\_ . Your duties include:

- (a) being responsible for the club's property and paraphernalia,
- (b) ensuring that all persons present at a meeting are properly seated,
- (c) putting away all club property at the end of meetings, and
- (d) acting as the club's sergeant-at-arms.

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

## Tail Twister

Tail twister-elect Lion \_\_\_\_\_ the responsibility of a good, lively meeting rests chiefly on your shoulders.

Your duties include:

- (a) keeping harmony, life and enthusiasm at the meetings, and,
- (b) collecting fines from the members and turning those fines over to the treasurer.

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

## **Membership Chairman - (Director)**

Membership chairman –elect Lion \_\_\_\_\_,  
Lions Clubs International has deemed membership to be of  
such significance as to decree that the chairman be elevated to  
the position of a member of each club's Board of Directors.

The responsibilities of this position include:

- (a) developing of a growth program specifically for the club  
and presented to the board of directors for approval;
- (b) providing regular encouragement at club meetings to  
bring in new quality members;
- (c) preparing and implementing orientation sessions;
- (d) reporting to the board on ways to reduce loss of  
membership; and
- (e) serving as a member of the zone level membership  
committee.

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

**Bulletin Editor/(If on Board of Directors)**  
**Optional**

Bulletin editor-elect Lion \_\_\_\_\_

As the Bulletin Editor, your duties include gathering newsworthy information, preparing and publishing the club's bulletin, and ensuring that all members are given or sent a copy of each edition.

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

**Lioness/Leo Liaison Officer/**  
**Where Applicable**

Lion \_\_\_\_\_ as Lioness/Leo Liaison officer-elect, you are the official link between this club and the Lioness/Leo club which it supports.

As the delegated representative of the sponsoring lions club, you provide guidance and general supervision to them ensuring that they operate within the policies established by Lions Clubs International.

Lion \_\_\_\_\_, will you carry out the duties of Lioness/Leo Liaison Officer to the best of your ability?

## Elected Directors

Lions \_\_\_\_\_ and \_\_\_\_\_ you both have one year remaining to serve. Lions \_\_\_\_\_ and \_\_\_\_\_ 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:

- (a) authorizing all expenditures and shall not create any indebtedness beyond the income of the club,
- (b) being responsible for the business policies of the club and their execution,
- (c) holding regular monthly meetings, and
- (d) 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?



## Vice Presidents

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. It will be your responsibility to succeed **or** substitute for the President **or** Senior Vice Presidents respectively, if the need arises.

Your duties include:

- (a) being responsible for a number of committees delegated to you by the President, and reporting their progress to the President.

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

## Treasurer

Treasurer – elect Lion \_\_\_\_\_ . Your duties include:

- (a) receiving and depositing all monies in a bank authorized by the Board of Directors and disbursing or paying out only on their sole authority,
- (b) maintaining accurate accounts and records and submitting reports as outlined in the Constitution & By-laws.
- (c) reporting monthly to the Board of Directors and quarterly to the membership.
- (d) 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:

- (a) acting as the official liaison between this club, the District, Multiple- District and Lions Clubs International,
- (b) receiving and sending all correspondence,
- (c) recording all meetings, maintain membership and committee lists and keeping an accurate account of attendance and all activities undertaken by the club,
- (d) collecting all monees due the club, turning such funds over to the treasurer taking proper receipt thereof,
- (e) 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 - that of chief executive officer of this lions club. Your duties include:

- (a) presiding at all general meetings of the club;
- (b) presiding at all monthly meetings of the board of directors;
- (c) appointing all standing and special committees acting as an ex-officio member of each of those committees;
- (d) calling for regular committee reports;
- (e) ensuring that all members fully participate in the club's projects and activities; and
- (f) cooperating with, and being an active member of the Governor's Advisory Committee in the zone.

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.

Lion \_\_\_\_\_, will you assist the newly elected President and the Board of Directors, and make your experience as last year's President available to them?

**“Symbolic of the transfer of office, I now call upon the outgoing President to pin the incoming President and pass on the gavel”.**

Will all Lions present please stand. Will you support and assist this newly elected Executive to the best of your ability?

District support.....

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 \_\_\_\_\_.

**(Note: Be aware that some clubs have special events that may take place following the formal installation which they may wish you to incorporate as part of the grand-undertaking. Be flexible and accede to reasonable requests)**