

1. Installing Officer:

“It is my honor 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 respective offices? (The secretary attests the election.)

As I call upon each of the incoming officers, I ask you to please come forward and stand (in the pre-determined spot).

As I read your oath, please respond with a simple “I will”.

2. 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 are charged with seeing to it that the flags, gong, gavel and other club material are all properly placed prior to each meeting; 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?”

3. 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 ability?’

4. MEMBERSHIP CHAIR

“Lion _____, you have been elected to serve as the club’s Membership Director.

You are charged with leading the Membership Committee, and helping 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 Membership losses are kept at a minimum. You will also 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?’

5. BOARD MEMBERS

“Lions _____ and _____, you still have one year to serve as directors. Lions _____ and _____ you have been elected to serve as directors on the board two years.

With the other officers, you form 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?”

6. VICE PRESIDENT (1ST/2ND/3RD)

“Lions (3rd VP, 2nd VP and 1st VP, you have been elected to serve as vice presidents.

With the other officers, you form the board of directors of the club. Your position is important because you will assist in formulating and executing the policies of the club.. 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?”

7. TREASURER

“Lion_____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 financial statements as may be necessary. You will disburse funds only upon direction of the board of directors. Will you, as treasurer, perform your duties to the best of your ability?”

8. SECRETARY

“Lion _____, 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. You are the liaison between LCI, The DG, and your club. You will receive many communications from varying sources. It will be your duty to see these communications are properly referred to your board of directors or your club as circumstances require or justify. “Among your duties as provided in the LCI Constitution and By-laws and as a requirement to maintain your club’s charter, you are required to submit regular Monthly Membership Reports to LCI, your DG, VDG, ZC and Multiple District. You shall keep the general club records, including meeting minutes, committee appointments, attendance records, and

9. SECRETARY (cont...)

membership information. You shall collect all monies due the club, turning such funds over to the treasurer, taking proper receipt.

“You are also an active member of the district governor’s advisory committee and as such are encouraged to attend the quarterly advisory committee meetings of your zone. Will you, as secretary, perform such duties to the best of your ability?”

10. PRESIDENT

“Lion_____,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.

‘It is your duty to appoint the administrative and activities committees, 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 are encouraged to attend the quarterly advisory committee meetings of your zone. “Keep in mind that the success of your term of office you will be an account of your stewardship. Your record of achievement will then be history. This

11. PRESIDENT (cont...)

record in years to come will be compared with the records of other presidents. 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 Clubs International. Will you, as president, perform your duties to the best of your ability?"

12. IMMEDIATE PAST PRESIDENT

As the Immediate Past President, you have the responsibility to act as the mentor and advisor the President. You are also responsible to see that the new President has a smooth transition in the office and to make sure that any loose ends of club business are addressed in a timely manner. You are also the official greeter of the club. Do you accept these responsibilities of continuing to ban an important member of your club?

13. (Request club membership to rise. Addresses club members.)

Lions, I want to call to your attention 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. 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 you bear in mind that you members collectively elected these officers, and accordingly, will you pledge to support them actively at all times?”

14.

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

(address president, present the gavel if available):

Your gavel, Lion President, is a token of your club’s esteem, love and confidence in you, and is 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 _____, it is my personal pleasure to congratulate you upon the honor your club has conferred in electing you as its chief executive, and to extend my very best wishes to you and this splendid club, for a most successful year under your leadership.”