

## ***PREAMBLE***

Several Installation Ceremonies are currently in use, all more or less adapted to the original wording suggested by LCI. We are, after all, encouraged to change with the times.

In keeping with the major importance which LCI places on the role of Membership Chair, in December 2006, I added a small paragraph for the Installation of the Membership Chair. (For those who enjoy history, it was used for the Tiny Trails Lions Club, at their swearing in, in Midland. That same evening, I also “installed” PDG Kathy Daoust as Guiding Lion”).

In view of the added importance assigned to the Membership Chair in relation to the Three Year Plan, I have no problem with the fact that some Clubs have made this a voting position on their Board of Directors, although this probably would be better done with an amendment to C & B L.

In a similar vein, with the added emphasis being placed on the role of Bulletin Editor, for at least the past eighteen or nineteen years, I have been installing the Club Bulletin Editor. Most clubs have welcomed this addition, although a few have asked that the words “non-voting” be added to define this position at Board of Director meetings

## ***Installation of Officers***

My function tonight is to install the Officers of this Club for the coming Lions year. Lion Secretary *(name of current secretary)*, have the Officers to be installed been properly elected to their respective offices, and have these results been filed with Lions International, as required? **YES**

Fellow Lions, it is not my intention to instruct each and every Officer in detail on their various duties. They will receive information and suggestions for carrying out those duties from LCI and at the Learning Weekend. I know they can be depended upon to read and study this information carefully, and to execute their duties faithfully.

I shall, however, call each Officer and briefly outline their duties in the Club, so that the other Lions may know what to expect of them.

### **Lion Tamer**

Lion *(full name)*, would you please stand.

Lion *(name)*, 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 other equipment are properly placed, and that literature is properly distributed. You are to assist the Past Presidents as official greeter, welcome guests, and see that seating is provided for all.

Will you perform these duties to the best of your ability? **I WILL**

### **Tail Twister**

Lion *(full name)*, would you please stand.

Lion *(name)*, you have been elected to serve as Tail Twister. As such, you will maintain harmony and encourage good fellowship, life and enthusiasm in the meetings. You shall impose and collect fines at the meetings, using your best judgment and good taste. Much of the success of the meetings will depend upon your resourcefulness in promoting stunts, fun and laughter, making the Members forget, for a time at least, the business and worries they may have. You will break down any reserve or barriers that may exist and draw the Members together in a closer friendship.

Will you perform these duties to the best of your ability? **I WILL**

## **Bulletin Editor**

**(OPTIONAL – IMPORTANT ROLE)**

Lion **(full name)**, would you please stand

Lion **(name)**, you have been elected to serve as Bulletin Editor. As such you have accepted the responsibility of keeping your fellow members aware of happenings not only in your club, but also across the District and wherever Lions may be found. Your Bulletin is not only a “reminder” for those who were at the meeting, but more importantly, an information centre for those who were unable to attend.

By keeping it lively, informative and in good taste, you will continue to earn the respect and appreciation of the club members.

Will you, as Bulletin Editor, perform these duties to the best of your ability?

**I WILL**

## **Directors**

Lions **(full name)**, **(full name)**, **(full name)** and **(full name)**, please stand.

Lions **(name)** and **(name)**, you still have one year to serve as Directors. Lions **(name)** and **(name)**, you have been elected to serve as Directors on the Board for two years. With the other Officers, you form what is termed the Board of Directors of this 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 the Board of Directors of the Club.

Will you faithfully attend the regular and special meetings of the Board and give unselfishly of your time and effort to advance your Club and Lions International?

Will you perform these duties to the best of your ability?

**WE WILL**

## **Vice-Presidents**

Lions **(full name)**, **(full name)** and **(full name)**, please stand.

3<sup>rd</sup> Vice President **(name)**, 2<sup>nd</sup> Vice President **(name)** and 1<sup>st</sup> Vice President **(name)**, you have been elected to serve as Vice-Presidents. What I have just said about the duties of Directors also applies to you. In addition, you, in order of your office and presence, will substitute for the President if absent from any Club or Board of Directors meetings. Your position is more than an honorary one. In a Lions Club, the Vice-President shall, under the direction of the President, oversee the functioning of such Committees as the President may delegate

Will you, as Vice-Presidents, perform these duties to the best of your ability?

**WE WILL**

## **Treasurer**

Lion **(full name)**, would you please stand.

Lion **name**, 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 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 shall collect all monies due from the members of the Club. As a part of your reports to the Board, you shall include the names of all members who are in arrears of payment of dues. You will disburse funds only upon direction of the Board of Directors. You shall arrange for an audit of the books at the conclusion of the fiscal year.

Will you, as Treasurer, perform your duties to the best of your ability? **I WILL**

## **Secretary**

Lion **(full name)**, would you please stand.

Lion **name**, you have been elected to serve as your Club 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 direction of the President and the Board of Directors, you are the liaison officer between your Club and Lions International, Multiple District "A" and your District Governor's officers. You will receive many communications from them. Through you, as correspondence 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 International Constitution and By-Laws, you shall submit regular monthly Membership Reports to Lions International, with copies to District Governor, Region Chair and Zone Chair on forms provided for this purpose by Lions International. You shall keep the general club records, including minutes of Club and Board Meetings, Committee Appointments, officers list, Attendance Records, List of Key Members and a list of members showing their classification, address and telephone number. As a part of your reports to the Board, you shall include the names of all members who have absented themselves beyond the attendance requirement provided in the Club Constitution and By-Laws.

You are an active member of the District Governor's Advisory Committee and, as such, you will attend the Advisory Meetings of your Zone. You will receive pertinent information from Lions International, intended to aid you in properly performing the duties of your office.

Will you, as Secretary, perform your duties to the best of your ability? **I WILL**

## **Membership Chair**

**(NOT ON LCI FORMS, MAJOR ROLE)**

Lion **(full name)**, would you please stand.

Lion **name**, you have been elected to serve your Club as Membership Chair. It is your responsibility to ensure a healthy membership within the Club. Working with the Membership Committee, you will oversee recruitment of new members. Working with the Executive you will ensure that the Club's Three Year Plan is realistic and that the strategies of that plan are being put into effect. Working with a member's sponsor, you will do a regular follow-up on any Lion whose attendance or enthusiasm is lagging. Finally, working with the Secretary, you will ensure that all membership forms are properly completed and submitted to LCI.

Will you, as Membership Chair, perform your duties to the best of your ability?

**I WILL**

## **President**

Lion **(full name)**, would you please join me at the front of the hall.

Lion **name**, having been elected to the office of President of the Innisfil Lions Club, you are its Chief Executive Officer and will be expected to preside at all meetings of your Club, regular and special meetings of your Board of Directors.

It is your duty to appoint the Administrative and Activity 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 the Vice-Presidents, you shall see to it that these Committees function.

With the Club Secretary, you are also an active member of the District Governor's Advisory Committee and, as such, you will attend the Advisory Meetings of your Zone.

Bear 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. The record in years to come will be compared with the records of other Presidents. Your fellow members - - not you - - will be the judge and jury. 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? **I WILL**

***I now ask Immediate Past President Lion (name) to come forward.***

***Lion (name), it is your duty, as Immediate Past President, to assist President (name), whenever asked. As advisor, you will be required to carefully maintain the role of observer and resource person, unselfishly allowing this Executive to grow in Lionism.***

***Will you perform this duty to the best of your ability? I WILL***

***(Present President Pin, then stay at front)***

### **To the Executive**

The policies and achievements of this Lions Club will depend largely upon the actions of the Board of Directors, of which you are all members.

You shall authorize all expenditures, so may I, at this time, caution you not to create any indebtedness beyond the income of your 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 may be necessary to perform your official duties properly?

(Please say **I DO**)

### **Club Members**

Fellow Lions, these Lions 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 Lionism, or to support your Club in the many ways in which it will need your support, will you bear in mind that you Members collectively elected these Officers, and as a consequence, will you pledge to support them actively at all times?

(Please say **I DO**)

**OUTGOING PRESIDENT PRESENTS GAVEL (WORDING ON LAST PAGE)**

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

Lion President *name*, it is my personal pleasure to congratulate you upon this honour which your Club has conferred in electing you as its Chief Executive, and to extend my very best wishes, and full support to you for a successful year under your leadership.

## Outgoing President

“To you, Lion President *(name)*, I hand this gavel, as a token of your Club’s esteem, and confidence in you, and as a symbol of your authority. On behalf of the Membership of the *(Club name)* Lions Club, I want to assure you of their readiness to follow your leadership during your term of office”

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