

THE INSTALLATION CEREMONY OF CLUB OFFICERS - DISTRICT A12

INSTALLING OFFICER...

It is an honour and a privilege for me to be invited to install the officers of the Gravenhurst Lions Club for the coming fiscal year.

SECRETARY, Lion _____ *have the names of the incoming officers been filed in the Office of Lions Clubs International as required?*

Although each Officer will receive information and suggestions which should help in carrying out the various duties, I would like to briefly outline the duties so that all of us here tonight may know what is expected.

LION TAMER

Lion _____, you have been elected to serve as Lion Tamer and as such you will be in charge of, and responsible for, the Club's property. It is your duty to see that the flags, gong, club banner and other paraphernalia are properly placed at every meeting. You are to act as Sergeant-at-arms and assist in welcoming members and guests and ensure that places are provided at dinner and business meetings.

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

TAILTWISTER

Lion _____, you have been elected to serve as Tailtwister and as such you will maintain harmony, good fellowship, and fun at all meetings. Using sound judgment, you shall impose and collect fines at each meeting. Much of the success and fun at meetings will depend upon your resourcefulness and creativity.

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

DIRECTORS

Lions _____

You still have one year to serve as a Director and,

Lions _____

You have been elected to serve as Director for two (2) years.

With the other Officers you form what is called the Board of Directors. You, along with the other elected Officers, should work together as a team in formulating and executing the policies and resolutions of this club. All new business should be considered by the Board of Directors first and then recommendations made to the general membership. You are expected to attend all regular and any special meetings of the Board.

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

BULLETIN EDITOR

Lion, _____ you have been elected to serve as Bulletin Editor of the Gravenhurst Grawl and as such you will be a member of the Club's Public Relations Committee and, be responsible for publishing the monthly newsletter by the last day of each month on the club website and a hard copy of same provided to the members who wish one.

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

MEMBERSHIP DIRECTOR

Lions

Lion _____, you have been elected to serve as Membership Director and as such you shall be the Chair of the Membership Committee and will be a voting member of the Board of Directors formulating and executing the policies and resolutions of this club. In addition you will be responsible for.....

1. The development of a growth program for your club.
2. Regular encouragement at club meetings to invite new quality members
3. The preparation and implementation of good orientation sessions.
4. Serving as a member of the Zone level Membership Committee.

Lion _____, you have been elected to serve as Vice Chair of the Membership Committee and,

Lion _____, you have been elected to serve as a Membership Committee member and as such it will be your responsibility to assist the Membership Chair in the preparation and execution of his/her duties, and as a team member assist in highlighting the importance of membership at the club level.

Will each of you as Membership Committee Members perform these duties to the best of your ability?

VICE PRESIDENTS

Lion 3rd Vice President _____
Lion 2nd Vice President _____
Lion 1st Vice President _____

You have been elected to serve as Vice Presidents and as such will be voting members of the Board of directors formulating and executing the policies and resolutions of this club. In addition, in the order of your office, you will substitute for the President in his absence from club or Board of Directors meeting. With direction from the President you shall oversee and become a team member of any committees the President may designate.

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

TREASURER

Lion _____, you have been elected to serve as Treasurer and as such will be a voting member of the Board of Directors and have the custody of all club funds. You, with the Finance Committee, are expected to prepare a budget for Board and member approval. You will disburse funds only at the direction of the Board of Directors and will deposit all monies in the Financial Institution designated by the Board. You shall collect from the members all monies due the club and present the financial status to the Board and general membership on a monthly basis. You shall arrange for an audit of the financial records at the conclusion of the fiscal year.

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

SECRETARY

Lion _____, you have been elected to serve your club as Secretary. Performing your duties efficiently will help ensure the success of the club. You are the Liaison between your Club and the District, MDA and Lions Clubs International. It is critical that all communications be referred to the Board of Directors and the Club. Of equal importance is the prompt and accurate submission of the Monthly Membership Report (MMR) to Lions Clubs International and to the District A12 Cabinet Secretary/Treasurer as well as, submitting the quarterly Activity Report summarizing the activities, fundraisers, projects, visitations, donations, etc. of your club to the District Governor. An annual Activity Report must be forwarded to Lions Clubs International by June 30th of the fiscal year.

You are a member of the District Governor's Zone Advisory Committee and as such should attend all Zone Advisory meetings.

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

PRESIDENT

Lion _____, you have been elected to serve your club as President. You are the club's Chief Executive Officer and as such will be expected to preside at all meetings of your club. It is your responsibility to appoint the administrative and activities committees and with your Vice Presidents give the necessary leadership to allow them to function smoothly.

You are a member of the District Governor's Zone Advisory Committee and as such are expected to attend all Zone Advisory meetings. Early planning is important in order to continue to build the club and to achieve your and the club's goals.

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

IMMEDIATE PAST PRESIDENT

Lion _____, you will be the Immediate Past President of this club. It is your responsibility to provide assistance and support to enable the President to perform his duties so that the club will continue to live by our motto, "WE SERVE".

Will you as Immediate Past President perform these duties to the best of your ability?

TO THE CLUB EXECUTIVE

The policies and achievements of this Lions Club will depend largely upon the actions of the Board of Directors of which you are members. On your honour as Lions, do you individually and collectively promise to stand by this club, live with it, work with it throughout the coming year and, take the time to perform your duties properly?

TO THE CLUB MEMBERSHIP

Please stand.....these Lions, who have been entrusted by you with the club responsibilities, have signified their intentions to exert their personal best efforts to make this Lions Club the kind of organization it should be.

To be successful, you as an individual member must be prepared to give your support and commitment to the President and the other elected officers, bearing in mind that you collectively elected these officers.

Will you pledge to support them actively at all times?

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

IMMEDIATE PAST PRESIDENT TO PRESIDENT

I hand this gavel to you as a symbol of leadership and a token of our club's esteem and confidence in you.

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

Now, Lion _____, it is my pleasure to congratulate you and to extend my best wishes to you for a most successful year.