Installing officer:
Outgoing club officers, please stand.
(lead applause)
Thank you for the work you have done this year
and for the work you will do up to the end of the Toastmasters year on June 30.
As of June 30, (take out these last two lines if installation is after June 30)
you are discharged from all further duties and responsibilities as officers of __________
Toastmasters Club.
Please be seated.

Incoming officers, come forward and stand in the following order, to the right of the lectern:
sergeant at arms,
treasurer,
secretary,
vice president public relations,
vice president membership,
vice president education,
and president.
(Wait for officers to come up)

I am here to install the officers of __________ Toastmasters Club
and to prepare them for the challenges that lie ahead.
Their collective challenge is to make this club strong,
dedicated to helping people from all walks of life
to speak in an effective manner,
listen with sensitivity,
and think creatively.
I will ask each officer to hold the gavel as a symbol of leadership
as I briefly describe the challenges he or she must meet
and the responsibilities he or she must fulfill.

(Hand gavel to the sergeant at arms)
(name) as sergeant at arms,
you are responsible for club property management, meeting room preparation, and hospitality.
Will you perform your duties to the best of your ability?
(sergeant at arms says, “I will”.)

Pass the gavel to the treasurer.
(name) as treasurer,
you are responsible for club financial policies, procedures, and controls.
You will receive and disburse, with the approval of this club, all club funds;
pay to Toastmasters International all financial obligations of this club as they come due;
and keep an accurate account of all transactions.
Will you perform your duties to the best of your ability?
(treasurer says, “I will”.)

Pass the gavel to the secretary.
(name) as secretary,
you are responsible for club records and correspondence.
Will you perform your duties to the best of your ability?
(secretary says, “I will”.)

Pass the gavel to the vice president public relations.
(name) as vice president public relations,
you are responsible for developing and directing a publicity program
that informs individual members
and the general public about Toastmasters International.
Will you perform your duties to the best of your ability?
(vice president public relations says, “I will”.)

Pass the gavel to the vice president membership.
(name) as vice president membership,
you are responsible for planning, organizing and directing a program
that ensures individual member retention
and growth in club individual membership.
Will you perform your duties to the best of your ability?
(vice president membership says, “I will”.)

Pass the gavel to the vice president education.
(name) as vice president education,
you are responsible for planning, organizing and directing a club program
which meets the educational needs of the individual members.
Will you perform your duties to the best of your ability?
(vice president education says, “I will”.)

Pass the gavel to the president.
Toastmaster (name),
having been elected the president of ___________ Toastmasters Club,
you are its chief executive officer
and are expected to preside at all club meetings
and at all regular and special meetings of your executive committee.
It is your challenge to see that this club enables its members to achieve their educational
goals. It’s also your challenge to see that your club helps the area, division, district, and
Toastmasters International to meet their goals.
Please accept the gavel as a symbol of your leadership and dedication to office.
The gavel is a symbol of the power and authority given to you by the membership of this club. Use it wisely and with restraint.
You are a member of your team as well as a leader.
A team is more than a collection of people.
It’s an emotional force rooted in the feelings, thoughts, and actions of all members with the common goal of achievement, sharing, and mutual support.
Work with your team members to create a healthy, dynamic club, a club of which everyone is proud.
Will you, as president, accept this challenge and perform your duties to the best of your abilities?
(president says, “I will.”)

It is now my pleasure to declare these Toastmasters installed into the offices to which they have been elected.

(Then, addressing the club collectively)
Will all members please stand?
(Wait for members to stand)
The growth and development of the Toastmasters program in __________.Toastmasters Club
depends largely upon the actions of this group.
On your honor, as men and women of Toastmasters,
do you pledge to individually and collectively stand by this club,
live with it, and work with it throughout the coming year?
(The club members say, “Yes.”)

Will the newly installed club president and immediate past president join me at the lectern.
Everyone else please be seated.

(immediate past president’s name), as immediate past president of __________. Toastmasters Club,
will you offer the president’s pin to (president’s name) as a symbol of [his/her] dedication and service?
And (president’s name), as president of __________. Toastmasters Club,
will you offer the past president’s pin to (immediate past president’s name) for [his/her] dedication and service?
(The immediate past president and incoming president pin each other.)

Your new president will address the club.
(The installing officer and immediate past president leave the lectern. The new president then gives a three-minute speech, outlining the goals for his or her term. The new president may also present an award to the outgoing president.)