



# CLUB OFFICER INSTALLATIONS

Illustrated below are two examples of club officer installations. Format I provides a verbatim ceremony. Format II is in outline form and incorporates a suitable oath. Use whatever format or combination of formats is appropriate for your needs.

## FORMAT I

“Ladies and Gentlemen: When your club was formed it was created with high ideals. It was established to promote the purpose of our organization and all that it symbolizes; to accelerate active interest in good government; to plan and participate in needed community service activities; to inspire respect for law; to promote patriotism; to help develop friendship and understanding toward people throughout the world; and, to the maximum extent of your ability - both personally and as organized Optimists - to aid and encourage all activities and measures that contribute to a better future for the youth of our nations.

Never in history has the active participation of informed citizens been so necessary to a form of government, a way of life, progress, even our very existence. There is a growing need for vigorous action by people through the teamwork of Optimist Clubs. We may not always agree to what is planned and what occurs, but we must take part. No one can sit in the grandstand while things are being planned, decided and accomplished.

On behalf of your members, your predecessors, and the leadership of Optimist International, I challenge each and every one of you - as the officers and directors of this club - to provide the leadership, inspiration, recognition and initiative necessary to elevate and maintain your club in its proper position in community affairs, and to achieve a level of administrative efficiency and effectiveness that will reward the club with recognition as a Distinguished Club.

With this challenge to you and the privilege granted me by your members and Optimist International, I hereby declare each and every one of you officially installed in your respective offices. My compliments to each of you and best wishes for a most successful year.”

## FORMAT II

You have been elected to a position of trust and responsibility. I know you appreciate the honor that has been conferred upon you. You have demonstrated your leadership and devotion to the club. By your election, the club has expressed confidence in your ability and has placed in your hands the administration of your club for the coming year.

**I. Board of Directors:** An important position - the Board determines the destiny of the club.

Duties:

- a. Assist the president
- b. Be open-minded to suggestions from members
- c. Be familiar with conditions within the club...seek perfect attendance at club and board meetings
- d. Give serious consideration to all problems
- e. Make wise decisions for solving any and all problems for the good of the Club and Optimist International

**II. Secretary-Treasurer:** Next to the president, yours is the most important office.

Duties

- a. Keep records of club activities, including Board meetings
- b. Make reports to Optimist International on time
- c. Attend to necessary correspondence, get well cards, thank you notes, etc.
- d. Handle financial affairs to serve the best interests of the club
- e. Receive, handle, account for all funds

**III. Vice Presidents:** Office is as important as you choose to make it.

Duties:

- a. Assist the president
- b. Accept delegations of important club duties
- c. Preside at Club meetings when president is unable to be in attendance

**IV. President:** Chosen to serve because of outstanding leadership ability. No higher compliment can be paid you by your Club.

Duties

- a. Leading your club to greater achievements - set goals. Settle for nothing less than a Distinguished Club that makes itself felt in the community
- b. Obey the Bylaws of Optimist International and your own Club
- c. Be eager to take counsel from members and committees, but also be ready to give it
- d. Read the literature Optimist International sends you
- e. Represent Club at district and zone meetings

## OATH

“I hereby solemnly promise, on my honor as an Optimist, that I will carry out the duties of the office to which I have been elected to the best of my ability, in loyalty to my club, and in harmony with the bylaws of my club and Optimist International, so help me God. On behalf of the authority vested in me by Optimist International, I am happy to declare you duly installed to your respective offices.”