

# Officer Installation Service for 4-H Clubs

Officers

Installing Officer

President \_\_\_\_\_

First Vice-President \_\_\_\_\_

Second Vice-President \_\_\_\_\_

Third Vice-President \_\_\_\_\_

Council Delegate \_\_\_\_\_

Secretary \_\_\_\_\_

-  
Treasurer \_\_\_\_\_

Reporter \_\_\_\_\_

-  
Parliamentarian \_\_\_\_\_

(As the ceremony begins, a large candle located in front of the installing officer is lit. Each officer holds an unlit candle.)

As elected officers of your club, you have been entrusted by your fellow members to faithfully execute your duties to carry out the business of the \_\_\_\_\_ 4-H Club. With this in mind, are you ready to receive your charge for your elected offices? (Response: "We are.")

**(New President-Elect comes forward and lights candle.)**

\_\_\_\_\_, as president-elect of the \_\_\_\_\_ 4-H Club, your fellow members have honored you by showing their faith in your leadership abilities. This honor, however, carries with it certain duties and responsibilities. Are you ready to receive these? (Response: "I am.") Then repeat after me.

"As president of the \_\_\_\_\_ 4-H Club, (response) I will arrange with the assistance of the club manager a meeting place for my club. (response) I will remind and encourage each person on the program to be prepared for the meetings. (response) I will preside at all meetings and prepare planned agendas for each meeting. (response) I will appoint committees as needed; (response) and use basic parliamentary procedure to conduct effective orderly meetings." (response) I will coordinate the activities of officers, leaders and committees to ensure maximum member involvement in club activities. (response) I will represent the \_\_\_\_\_ Club on the county council and fulfill the responsibilities of the council delegate. (response)

I now declare you officially President of the \_\_\_\_\_ 4-H Club.

**(First Vice-President elect lights candle.)**

\_\_\_\_\_ as First Vice-President elect of the \_\_\_\_\_ 4-H Club, your fellow 4-H members have displayed their confidence in your leadership abilities. Are you ready to accept your responsibilities? (response - "I am.") Then repeat after me.

As First Vice-President of the \_\_\_\_\_ 4-H Club, (response) I will preside at meetings in the absence of the president. (response) I will act as program chairman for my club to secure educational and interesting programs with assistance from the program committee advisor in my club. (response) I will assume all responsibilities of the president if that office is vacated. (response)

You are now officially the First Vice-President of the \_\_\_\_\_ 4-H Club.

**(Second Vice-President elect lights candle.)**

\_\_\_\_\_ as Second Vice-President elect of the \_\_\_\_\_ 4-H Club, your fellow members have recognized your leadership abilities. Are you ready to accept your responsibilities? (response - "I am.") Then repeat after me.

As Second Vice-President of the \_\_\_\_\_ 4-H Club, (response) I will preside at meetings in the absence of the president and first vice-president. (response) I will serve as recreation chairman for my club and plan recreation for each club meeting. (response) I will also plan special social activities for the club. (response)

You are now officially installed as Second Vice-President of the \_\_\_\_\_ 4-H Club.

**(Third Vice-President elect lights candle.)**

\_\_\_\_\_ as Third Vice-President elect of the \_\_\_\_\_ 4-H Club, you have been selected as a leader in this club. Are you ready to accept your responsibilities? (response- "I am.") Then repeat after me.

As Third Vice-President of the \_\_\_\_\_ 4-H Club, (response) I will serve as membership chairman and recruit and enroll new members. (response) I will also serve as a member of the executive committee and plan programs and activities of interest to all members. (response)

You are now officially installed as Third Vice-President of the \_\_\_\_\_ 4-H Club.

**(Council Delegate lights candle.)**

\_\_\_\_\_ as Council Delegate elect, you have been chosen by your fellow 4-H members for your leadership. Are you ready to accept your responsibilities? (response - "I am.") Repeat after me.

As the Council Delegate of the \_\_\_\_\_ 4-H Club, I will attend all county council meetings (response) and report local club activities and recommendations at the county council meetings. (response) I will report back to the \_\_\_\_\_ 4-H club on county council activities, recommendations, and reports. (response) I will serve on county-wide committees as appointed by the county council chairman. (response) I will also recruit other club members for county-wide committees. (response)

You are now officially the Council Delegate of the \_\_\_\_\_ 4-H Club.

**(Secretary elect lights candle.)**

\_\_\_\_\_ as secretary elect of the \_\_\_\_\_ 4-H Club, your fellow members have put their faith in your talents and skills. Are you ready to accept your responsibilities? (response - "I am.") Then repeat after me.

I will keep the \_\_\_\_\_ 4-H Club secretary's guide and keep an accurate up-to-date roll with attendance records for each member. (response) I will record complete and accurate minutes of all meetings and read the minutes of each meeting. (response) I will handle incoming and outgoing correspondence for the club. (response)

In receiving the secretary's guide of the \_\_\_\_\_ 4-H Club you now officially hold the office of secretary.

**(Treasurer elect lights candle.)**

\_\_\_\_\_ as treasurer-elect of the \_\_\_\_\_ 4-H Club, your fellow 4-H members have put their faith and trust in your abilities to handle their financial matters. With this honor, certain responsibilities must be fulfilled. Are you ready to accept these? (response "I am.") Then repeat after me.

I will keep accurate, up-to-date records of all receipts and expenditures of club funds (response) and the balance on hand in the club treasury. (response) I will pay bills as approved by the club (response) and give a report of the \_\_\_\_\_ 4-H Club's financial condition at each meeting or as requested by the president. (response) I will with the aid of the club manager arrange for money to be kept safely. (response)

With the presentation of the treasurer's book, you are now officially the treasurer of the \_\_\_\_\_ 4-H Club.

**(Reporter elect lights candle.)**

\_\_\_\_\_ as reporter elect of the \_\_\_\_\_ 4-H Club, your fellow 4-H members have honored you by putting their faith a trust in your abilities. Are you ready to receive your duties? (response - "I am.") Then repeat after me.

I will report club news to the county Extension office to be included in the 4-H newsletter. (response) I will keep the community informed about our club activities. (response)

You are now officially installed as the reporter of the \_\_\_\_\_ 4-H Club.

**(Parliamentarian elect lights candle.)**

\_\_\_\_\_ as parliamentarian elect of the \_\_\_\_\_ 4-H Club, your fellow 4-H members have honored you by putting their faith and trust in your abilities. Are you ready to receive your duties? (response - "I am.") Please repeat after me.

I will provide advice to the presiding officer on parliamentary procedure. (response) I will instruct the members in correct parliamentary procedure. (response)

You are now officially installed as the parliamentarian of the \_\_\_\_\_ 4-H Club.

Now that you have been officially installed as the 20\_\_ - \_\_\_\_\_ 4-H Club officers, I challenge each of you to accept the duties and responsibilities of your office willingly. Your club's progress or failure now rests upon your shoulders. It is your choice as to what your club's direction will be. I trust that each of you will perform your duties to the best of your abilities and will make yourself worthy of others as you work together as the executive committee of this club and strive "To Make the Best Better."

Would the club managers please step forward? As club managers, you have the responsibility of working together with these officers in recruiting project and activity leaders, and leading the club during the coming year. You serve as a link between the 4-H club and the county 4-H program. I challenge you to keep your club informed and motivated about the 4-H program. Do you pledge to carry out these duties? (response - "I will.")

Congratulations!