

# Texas 4-H CLUB ED

## Officer Installation

### “A SWEET PRESENTATION” CLUB OFFICER INSTALLATION CEREMONY

Props: MR. GOODBAR – President  
TWIX – 1st Vice President  
RED HOTS – 2nd Vice President  
SCORE – 3rd Vice President  
SMARTIES CANDY– Secretary  
PAYDAY – Treasurer  
KISSES – Reporter  
RAISINS – Health & Safety Officer  
M&M’s – District 10 Delegates (2)  
LIFESAVERS – Parliamentarian

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**SPEAKER 1:** As one 4-H year comes to a close and we prepare to embark on a new year, we must prepare ourselves to meet the challenges of the future. It is important that we work together as a club and our first task has been accomplished with the election of the new leadership team. These 4-H’ers will form a team that will set the course for the next year and work together and share their leadership skills with the club membership.

The adventure that is about to begin for the \_\_\_\_\_ (insert club name) 4-H Club Officers is sure to be filled with a wide variety of experiences, each with their own flare. Each person brings their own special taste to the team. They also will be committing to fulfill a specific role to ensure success. As they each take the oath of their office, they will be receiving a candy that will represent their duties for the coming year to remind them of their responsibilities and what they bring to the Team.

As your name is called, please come forward to be installed into your office.

**SPEAKER 2:** \_\_\_\_\_ (insert name) please come forward. As President, you are receiving the Mr. Goodbar candy bar, because the President is the leader of the team. As President, you will be looked upon as the authority in running the meetings and as a positive role model. Keep an open mind and an open ear to make sure that all voices and opinions are heard. You will give guidance and direction to the club and its programs. You will preside over meetings, appoint committees, and represent the County on the County 4-H Council. Do you accept the responsibility of the office of President? (Present Mr. Good Bar to President)



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**SPEAKER 3:** \_\_\_\_\_ (insert name) please come forward. As 1st Vice-President, you are receiving a TWIX bar, because your duties will require you to serve be-twix and between the President and the membership. Your other duties include providing monthly club programs at the meetings. Do you accept the responsibility of the office of 1st Vice President? (Present Twix to 1st Vice President)

**SPEAKER 4:** \_\_\_\_\_ (insert name) please come forward. As 2nd Vice President, you are receiving RED HOTS, because your duties require you to serve as chairman of the recreation. Your role is important because you'll need to plan activities and refreshments for club meetings and be equipped to get everyone excited and involved! You will also be on point to assume the duties of the President in their absence should the 1st Vice President not be able to fulfill that role. Do you accept the responsibility of the office of 2nd Vice President? (Present Red Hots to 2nd Vice President)

**SPEAKER 5:** \_\_\_\_\_ (insert name) please come forward. As 3rd Vice President, you to have a vital role on the executive committee. You will assist the President and other Vice-Presidents with their duties. You will serve as membership chair and provide leadership for promotion of the club's events. It is your duty to keep SCORE of the membership total and help members to find projects in the club that they will enjoy. Do you accept the responsibilities of the office of 3rd Vice President? (Present the Score candy bar to 3rd Vice President)

**SPEAKER 6:** \_\_\_\_\_ (insert name) please come forward. As Secretary, you are receiving a bag of Smarties candy because your strength on this team is having the wisdom to keep an accurate account of all of the club proceedings. Your responsibilities will require the smarts to stay organized and prepared to record the club's history through keeping minutes and roll sheets. Your duties also includes handling all correspondence for the club. Do you accept the responsibility of the office of Secretary? (Present Smarties to Secretary)

**SPEAKER 7:** \_\_\_\_\_ (insert name) please come forward. As Treasurer, you are receiving a PayDay candy bar. You are the one who will keep financial order for the club. Your duties will include the keeping an accurate account of all money received and or paid out. You will coordinate the payment of all bills promptly and retain receipts. As Treasurer you must give accurate financial reports at each meeting and serve on the Budget and/ or Finance Committee. Will you accept the duties of the office of Treasurer? (Present PayDay to Tresurer)

**SPEAKER 8:** \_\_\_\_\_ (insert name) please come forward. As Reporter you are receiving a bag of HERSHEY'S KISSES because it is your duty to give sweet reports on club activities. Your duties include gathering vital information and reporting this information to local media and to the County Extension Office. Will you accept the duties of the office of Reporter? (Present Hershey's Kisses to Reporter)



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**SPEAKER 9:** \_\_\_\_\_ (insert name) please come forward. As Health & Safety Officer, you will provide information and activities that encourage members to be healthy and promote safety. You will work with the 1st Vice President in charge of programs and integrate some programming on health and safety into the club program during the year. Will you accept the responsibilities of this office? (Present raisins to Health & Safety Officer)

**SPEAKER 10:** \_\_\_\_\_ (insert name) please come forward. As District Council Delegates you are receiving a package of M&M's because you represent the diversity of our club, and will take your place on the \_\_\_\_\_ County 4-H Council. You will share information at the Council meetings about your club's activities and take information back to the club from the Council. Do you accept the responsibilities of the office of Council Delegate? (Present M&M's to the Council Delegates)

**SPEAKER 11:** \_\_\_\_\_ (insert name) please come forward. Your responsibilities as Parliamentarian in the club are crucial to its effective and efficient operation. By assisting the members with proper parliamentary training and advising the President in points of order, your actions will facilitate productive club meetings and activities and save the club from having unproductive and unorganized meetings. Do you accept the responsibilities of Parliamentarian? (Present Lifesavers to Parliamentarian)

**SPEAKER 12:** As the \_\_\_\_\_ Club Officers step out into their new adventure, may they be equipped to "Make the Best Better". I do declare these officers dually installed, with all privileges and responsibilities their offices entail. Congratulations!

