

# Texas 4-H CLUB ED

## Officer Installation

### “THE TRAIN RIDE” 4-H OFFICER INSTALLATION CEREMONY

Props needed for this installation:

- Toy train with all the cars represented – if specific cars are not available, put a label or paint the type of car on each one. (Caboose, Mail Car, Passenger Cars, Coal Car, Dining Car, Box Car)
- Section of train tracks
- Conductor’s Hat and Red Bandana – President’s props

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**SPEAKER 1:** Today we are going to take a ride on the railroad...The \_\_\_\_\_ Express (Insert 4-H Club Name). The trip will be a rather long one. In fact, it will last a year. Some days will be sunny with smooth tracks and others may be uphill as well as down. As a train is a connected series of cars working together, we will find that expending our energies only in helpful ways will make the journey a success. As your name is called, please come forward for the installation of your office.

**SPEAKER 2: PARLIAMENTARIAN:** \_\_\_\_\_ (insert name) please come forward. You are the foundation for the train. You are tracks on which the train will travel on the journey. It is your role to make sure that the journey is smooth and safe and guide the train in the right direction. Do you accept the responsibilities of this office? (Present a section of the tracks to the Parliamentarian)

**SPEAKER 3: HEALTH & SAFETY OFFICER:** \_\_\_\_\_ (insert name) please come forward. You will serve the club in providing 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. Your office is represented by the train’s medic car. Will you accept the responsibilities of this office? (Present a passenger car labeled the medic car to the Health & Safety Officer)

**SPEAKER 4: TREASURER:** \_\_\_\_\_ (insert name) please come forward. Each car in our train has a purpose. The end of our train...the caboose is assigned the duty of Treasurer. The welfare of the train will be greatly dependent upon you as you are responsible for all the funds and shall keep an accurate record of all financial transactions. You will make all deposits to the club account and write checks only with approval of the club. Do you accept the responsibilities of this office? (Present caboose to the Treasurer)

**SPEAKER 5: SECRETARY:** \_\_\_\_\_ (insert name) please come forward. The mail car is our next car in our train and it is assigned the duty of Secretary. You will be in charge of recording minutes at each meeting and keeping records of attendance. These records are important now and for the future because they are the history of activity for the club. You will also be responsible for sending correspondence on behalf of the club when needed and reporting on correspondence received at meetings. Do you accept the responsibilities of this office? (Present mail car to the Secretary)



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- SPEAKER 6:**     **REPORTER:** \_\_\_\_\_ (insert name) please come forward. The passenger car is important and has been assigned the duty of Reporter. As the reporter, you will serve as the liaison between the members and the public through writing news articles about the club meetings and other club functions and reporting them through the local news media. It is your job to keep the County Extension Agents informed of the activity of the club meetings as well. Do you accept the responsibilities of this office? (Present passenger car to Reporter)
- SPEAKER 7:**     **COUNCIL DELEGATES:** \_\_\_\_\_ (insert name) please come forward. Another passenger car has been assigned the duty of Council Delegates. In this role, it is your responsibility to serve on the County 4-H Council. You are to keep the club informed of county 4-H activities and help coordinate local and county activities. You are also to present a report to the County Council on activities scheduled for your club. You are also a spokesperson for the county 4-H program and are responsible for encouraging 4-H members to participate in county activities. Do you accept the responsibilities of this office? (Present passenger car to Council Delegates)
- SPEAKER 8:**     **3RD VICE PRESIDENT:** \_\_\_\_\_ (insert name) please come forward. As 3rd Vice President, in charge of membership, you will be responsible for the coal car. It is your duty to ensure that there is fuel for the train at all times and that the train continues to run. You will be the chairman of the membership committee and will be responsible for recruiting new members and making sure that all members complete membership enrollment forms. Do you accept the responsibilities of this office? (Present coal car to 3rd Vice President)
- SPEAKER 9:**     **2nd VICE PRESIDENT:** \_\_\_\_\_ (insert name) please come forward. As vice president in charge of recreation, you have been assigned a box car containing various games and activities which are so vital to our organization. You shall act as coordinator of recreation activities for the club and serve as chairman of the recreation committee. Do you accept the responsibilities of this office? (Present passenger car to 2nd Vice President)
- SPEAKER 10:**    **1st VICE PRESIDENT:** \_\_\_\_\_ (insert name) please come forward. The dining car is assigned to the 1st Vice President responsible for programs. Your duties will be to serve as chairman of the programs committee and provide leadership for planning programs and events. See that the programs are informative and entertaining. You are to have a working knowledge of all activities of the club and, in the absence of the President, will serve as the train's engineer. The train's engine car is the symbol of your office. Do you accept the responsibilities of this office? (Present train engine to 1st Vice President)
- SPEAKER 11:**    **PRESIDENT:** \_\_\_\_\_ (insert name) please come forward. Your role as President is to serve as engineer of the train. Your cap and bandana are the badges of your office. You will guide and direct all the railroad's activities. The welfare and happiness of the passengers and crew depend on you. You must be just and fair at all times. Do you accept the responsibilities of this office? (Present Engineers' cap and bandana to President)
- SPEAKER 12:**    As installing officer, I charge you to accept the duties of your office. I declare you duly installed. Best of luck to you as you lead us on a wonderful journey in the coming year! (Present gavel to President)

