Installation Ceremony of 4-H Club Officers

Example 6

1. The installation ceremony may be conducted by the "retiring" officers, a junior leader, a 4-H Leader or parent. Write in the names of several individuals who are involved in the ceremony.

2. A symbolic item such as the president's gavel, the secretary's book, or the news writer's pad may be presented to the new officers as their duties are explained.

3. Arrange the room so everyone may see the proceedings and the participants have a place to stand. A 4-H flag or banner will add to the atmosphere.

THE INSTALLATION:

The officers of the _____ 4-H Club has been selected for the year ____ and will be installed at this time. We will open with:

- The Pledge to the American Flag.
- The Pledge to the 4-H Flag.

_____

Will the newly elected officers please come forward:

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

_____ News Reporter

_____ Other

The elected officers of the club have the responsibility to work with all of the 4-H members, the 4-H leaders, and parents in conducting the business of the club. Each office has special tasks assigned which together will help the club function effectively as the group works toward the goals which have been (or will be) adopted.

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

The President of the club will preside over all of the meetings during the coming year. You are expected to work closely with fellow officers, junior leaders and adult leaders in preparing an agenda before each meeting and in conducting the business of the club. Members deserve your best effort to keep the meetings running smoothly. You must be fair in your treatment of all members as you work together with them to accomplish the work before you.

_____

The Vice President is the second in the chain of command. In the absence of the President you will preside and perform the duties of the President. Therefore, you must keep yourself informed about the business coming before the club. You will also have the special duties of _____.

_____

Decisions made by the club must be officially written down and kept by the club Secretary for future reference. Clear and precise minutes are important to a well-organized group. The reports sent to the Extension Office after each meeting will keep the Extension agents in the counties informed. You are the official link with others outside the club.

_____

The money of the club is entrusted to the care of the Treasurer. This money is a tool in helping the club make accomplishments that individually could not be done. You will carefully record all money received and pay out the money the club decides to spend. Be ready to give a report of the club's finances at any time.

_____

As the News Reporter, it is your job to inform newspapers, radio stations and even television stations about the activities of the club. Your news stories will inform your community of the work and the fun enjoyed by our group.

_____

The officers carry important responsibilities; however, the club is composed of all of the members. The members bring ideas, enter into the discussion, vote on important issues and give full support to the officers. Regardless of our experience in meetings, all of us can increase our skill in working together as a group if we are willing to follow the 4-H motto of "Make The Best Better."

_____

To junior leaders we give a special challenge. Encouraging and helping other people work towards a common objective is the role of those in leadership positions. Leadership skills are developed by accepting responsibility and working to fulfill your obligations. Your position is one of both honor and opportunity.

I now declare the officers of the _____ 4-H club installed for the coming year. Our best wishes to each of you in your new responsibility.
The officers of this past year deserve our thanks and gratitude. Your experience shared with the new officers will help and challenge them to do the very best.