Installation of Officers

Example 5

The officers stand as in the diagram shown below. The X's in the large central rectangle represent unlighted candles on a table. Previous officers will need to learn their parts before the ceremony.

Previous officers, beginning with the president, cross the room to the new officers, make short talks, and present the various official records of the club. The new officers cross behind the table, walk over and take the retiring officers' places.

Leader

Retiring Officers

President

Vice President

Secretary

Treasurer

New Officers

President

Vice President

Secretary

Treasurer

Retiring President: As presiding officer for the ________________ Club, great responsibility will be yours. You will preside at meetings and will be ready to render your services in the best interests of the club. You must protect its good name, strive to further ideals and purposes, and see to it that the people of the community are acquainted with the work being done and the services being rendered. The gavel is given to you as the property of ______________ 4-H Club to help you in performing your duties.

Previous Vice President: As vice president you will become familiar with the duties of the presidential office and will be ready to act at any time in the absence of the president. You will strive in every way to aid in upholding the dignity of your 4-H Club.
**Previous Secretary:** As secretary you will keep the membership roll and a complete and accurate record of the club meeting. You will make reports and write official letters. You will keep such important information and papers for the club. In your hands and keeping will now be placed the secretary's book for the______________ 4-H Club.

**Previous Treasurer:** As treasurer you will be entrusted with the money for the __________ 4-H Club. Keep accurate records of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances of your club. This is the treasurer's book (or report) for the ________________ 4-H Club to help you in recording the financial business of the club.

**Volunteer Leader:** As officers you have been chosen to guide and direct the __________ 4-H Club. I know you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit, for its progress and faithfulness to the principles and ideals of 4-H. (Turns to members.) As members it will be your responsibility to help in every way possible, the officers whom you have chosen.

You will now all stand and repeat the club pledge. I will light the candle representing the club spirit (lights the candle). From this candle our newly elected officers will light the candles representing Head, Heart, Hands and Health.

In support of the motto "To Make The Best Better,"

- I pledge my head to clearer thinking, (Leader hands lighted candles representing club spirit to president, who uses it to light the candle nearest him.)
- My heart for greater loyalty, (vice president lights second candle with leader's lighted one.)
- My hands to larger service, (secretary lights third candle.)
- And my health to better living, (treasurer lights fourth candle.)
- For my club, my community and my country.

It would be fitting to close the ceremony by having the group sing, "Dreaming," "Ploughing," or "Place in the Sun."

Kaslon. UNL Extension 4-H.