The following is a script to use when installing officers and board members. The ceremony should be conducted with dignity and sincerity at the beginning of the administrative year. It is an opportunity to introduce and officially charge the incoming officers and directors with their leadership responsibilities.

I appreciate the honor of being asked to help recognize the new officers and directors of the Exchange Club of ____________. Thank you for inviting me.

A call to leadership in any service organization is not only an honor but a challenge. The future of this Exchange Club is being entrusted to your care. You are being given the opportunity and responsibility to take an active leadership role in building a better community, state and nation.

I would like to ask the members of the board of directors to please come forward and stand as I cover some of the duties you will perform.

THE ROLE AND RESPONSIBILITY OF THE BOARD OF DIRECTORS is to direct and coordinate the club’s affairs, determine policies and ensure that the club is providing appropriate and necessary services to the community and its members.

Now, I would like to ask that the officers please come forward and stand with your board of directors.

As officers of the Exchange Club you will play a significant role in providing the necessary leadership skills and guidance which your club will need.

____________________, as TREASURER, you will act as the caretaker of all club monies, be responsible for collecting all funds due to the club and depositing and disbursing them in the manner designated by the board of directors.

____________________, as SECRETARY, you will act as the key record-keeper and assist the president in the administrative work of the club. You will be responsible for keeping all club records and recording minutes of board meetings.

____________________, as PRESIDENT-ELECT, you should become familiar with and supportive of the overall goals of your club, the district and The National Exchange Club, and assist the president in managing and leading your club while preparing yourself for the next year’s leadership role.

____________________, as IMMEDIATE PAST PRESIDENT, the journey you embarked upon comes to an end tonight. As immediate past president of your club, you now assume a special role in your club’s future. This year, as you enjoy the fruits of your past service, we invite you to counsel your successor and to carry out those special tasks that will be assigned to you. Please know that we are appreciative of your many valuable contributions.

____________________, as PRESIDENT, you have been honored by the membership and elected to this high office to marshal the talents and skills of the members in order to meet the goals and objectives of this club. With the assistance of other officers and committees, the president charts the club’s course by developing plans of action, activities and programs. You will work closely with your leadership team on the club level and represent the best interests of members. You are, to the best of your ability, to serve as a living example of this organization’s philosophies and beliefs.

Would all of you please raise your right hand and repeat after me: I (state your name) do solemnly swear to carry out the duties and responsibilities of the office to which I have been elected, to the very best of my ability, so help me God.