

CLUB OFFICER INSTALLATIONS

FORMAT I

You have been elected to a position of trust and responsibility. I know you appreciate the honor that has been conferred upon you. You have demonstrated your leadership and devotion to the club. By your election, the club has expressed confidence in your ability and has placed in your hands the administration of your club for the coming year.

Directors on the Board:

This is an important position - the Board determines the destiny of the Club.

Duties include:

- Assist the President
- Be open-minded to suggestions from Members
- Be familiar with conditions and the culture within the club. Seek perfect attendance at club and board meetings.
- Make wise decisions for solving all problems for the good of the Club and Optimist International.

Secretary and Treasurer:

Next to the president, yours is the most important office.

Duties include:

- Keep records of club activities, including Board meetings
- Make reports to Optimist International on time
- Actively participate in the training made available for your role by both the District and Optimist International Institute
- Read the literature Optimist International sends you and share it with your Members
- Attend to necessary correspondence, get well cards, thank you notes, etc.
- Handle financial affairs to serve the best interests of the club
- Receive, handle, account for all funds

Vice President(s):

Office is as important as you choose to make it.

Duties include:

- Assist the President
- Accept delegations of important club duties
- Preside at Club meetings when the President is unable to be in attendance

President:

Chosen to serve because of outstanding leadership ability. No higher compliment can be paid you by your Club.

Duties include:

- Leading your Club to greater achievements and set goals. Settle for nothing less than a Distinguished Club that makes itself valued in the community
- Obey the Bylaws of Optimist International and your Club
- Actively participate in the training made available for your role by both the District and Optimist International Institute
- Be eager to give as well as receive feedback from Members and committees
- Read the literature Optimist International sends you
- Represent your Club at District and Zone meetings

OFFICER PROMISE:

If you agree please respond with "I do".

Do you promise to carry out the duties of your office to the best of your abilities?

Do you agree to follow the policies and bylaws of your Club and Optimist International?

With these challenges and responsibilities presented to you and the privilege granted to me by your Members and Optimist International, I hereby declare each one of you officially installed into your respective offices.

My compliments to each of you and best wishes for a most successful year.