



Installation Ceremony of Leo Club Officers

The Leo club advisor or a Lions Club Officer presides over this ceremony

Installing officer: “It is my privilege to be here to install the officers of the Leo Club. Having received the trust of the club membership, I am sure that they will carry out faithfully their duties with respect to their community and their fellow members. To that purpose, I would like to call each to the podium, to repeat the duties that each has freely accepted under his/her nomination as a Leo club officer.”

Installing Leo club directors: (The installing officer addresses the entire group of directors) “You have been elected to the important position of director. You will form part of the executive board of the Leo club. You will faithfully attend the regular and special meetings of your club. You will do your best to form and carry out its policies. As a member of the board of directors, you will be vigilant in authorizing all payments and refrain from creating indebtedness beyond the income of the club. Nor will you disburse funds for purposes nonessential to the object of the club. Will you perform these duties to the best of your ability?”

Leo club directors: “I will.”

Installing treasurer: “Leo, you have been elected to serve your club as treasurer, and as such you will receive all monies and deposit same in a bank recommended by the board of directors. You will pay out money on their authority and will prepare and submit monthly financial reports to them. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors, and the Leo advisor. Will you perform these duties to the best of your ability?”

Treasurer: “I will.”

Installing secretary: “Leo, you have been elected to serve your club as secretary. You will be under the supervision and direction of the president and the board of directors. You shall keep the general club records, including the board of directors meeting minutes, officers’ lists, committee appointments, attendance records, and up-to-date membership lists. You will be responsible for Activities reports and the Annual Leo Club Membership Report to the international office. You will also be vigilant in keeping and building the spirit of unity and cooperation with the other Leo club officers, the board of directors and the Leo advisor. Will you perform these duties to the best of your ability?”

Secretary: “I will.”

Installing vice president: “Leo, you have been elected to serve your club as vice president. You shall occupy the position of the president if, for any reason, the president is unable to perform his/her duties. In this event, you shall have the same authority as the president and shall fulfill

his/her role accordingly. You will also help the president in fostering unity among the Leo club members, with the sponsoring Lions club, and with the Leo club advisor. Finally, you will support and aid the president in his/her initiatives and service projects. Will you, as vice president, perform your duties to the best of your ability?"

Vice President: "I will."

Installing Leo club president: "Leo, you have been elected to the office of president of your club. You are the club's chief executive officer. You will do all in your power to foster unity among club members. You will also work with the sponsoring Lions club and the Leo club advisor. You will preside at all meetings and shall be chairman of the board of directors. You will see that the committees function properly, call for regular committee reports, and oversee regular elections. You will also work to determine service needs in your community and motivate your club's members to respond to them generously. Will you, as president, perform these duties to the best of your ability?"

President: "I will."

"Dear Chairperson, I will now declare that these officers are duly installed to their positions respectively"