



New Jersey District Key Club International

NJ Key Club Officer Installation Script

(Updated as of October 2023)

Lieutenant Governor: Thank you all for attending the installation of **(insert name of high school)** High School's Key Club Officers. Being a club officer is no simple feat. Each officer is responsible for not only ensuring the club's operations and events run smoothly, but officers are also expected to lead by example, and live the Key Club values each day. At this time, I ask that all club officers please join me up at the podium to begin the official installment ceremony.

Wait for officers to walk up and stand in line - they should be in order from President at the end closest to the LTG, Vice President, Secretary, Treasurer, Editor, Webmaster, and any other special officer positions

Lieutenant Governor: You members, having been elected to the office of president, vice-president, secretary, treasurer, and bulletin editor, constitute a board of trustees and, consequently, have joint duties to perform in addition to your individual official duties.

You are responsible for the administration of the affairs of the club. You must determine the policies and activities of the club, work with prospective members, and continue to develop a strong club. In brief, all the general management of your organization rests upon you.

You are to be present at all the regular and specially called meetings of your board and to take an active part in all the deliberations. Express your opinions concerning all club affairs by considering the club first, centering always around





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a single desire for the best welfare of your Key Club.

As I call your name, please come forward and if you will promise to uphold the duties set before you, please say, "I do".

Editor (**announce the name**), you have been elected to serve your club as editor. The job of editor is vital to the success of Key Club. You are responsible for the prime tool of communication, the club newsletter, as well as, all other forms of communication. You are the voice of the club to the school and to the community. In your hands is the ability to let everyone know exactly what your club is doing to serve the children of the world. Do you promise to uphold these duties during your term?

Editor: I do

Lieutenant Governor: Thank You

Treasurer (**announce the name**), you have been elected to serve your club as treasurer, which office, in addition to financial ability, demands personal integrity, a quality your fellow club members saw while electing you to the office. Your duties will be to oversee the funds of your club, to keep proper records, and to distribute them upon proper orders.

You must make a report of the finances at such times as the president and officers may require. A sound financial foundation is necessary to the healthy life of every organization. You have been elected to maintain such a foundation in this organization. Do you promise to uphold these duties during your term?



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Treasurer: I do

Lieutenant Governor: Thank You

Secretary (**announce the name**), you have been elected to serve your club as secretary. The job of secretary is one of the most challenging of duties. It is your duty to keep a careful and accurate record of the activities of the club and preserve the records for further reference. You must keep a careful record of membership, attendance, and minutes of all meetings of the club. In your hands is placed the success of this group. I urge you to take your responsibilities very seriously. A club can rise or fall through the efforts of its secretary. Do you promise to uphold these duties during your term?

Secretary: I do

Lieutenant Governor: Thank You

Vice President (**announce the name**), you have been elected to serve your club as vice president. As next in office to the president, you become his/her understudy. You may be asked at any time to step in his/her absence or incapacity. Let me then ask you to give-careful attention to what I am about to say to the elected president and to consider the remarks as being addressed also to you. Do you promise to uphold these duties during your term?

Vice President: I do

Lieutenant Governor: Thank You





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President (**announce the name**), it is a pleasure to welcome you as the elected chief executive of this organization. You are the most highly honored of all its officers, and with the greatest honor there have been given to you the highest authority and heaviest responsibility.

Presiding at meetings is the easiest and least of your tasks. But even to this easiest part you must give careful preparation and alert attention. The need for careful preparation for the meetings themselves indicates only one of your many tasks. You must give serious thought to the selection of your committees, seeking counsel from others and consulting with your fellow officers, Advisor, and Kiwanis sponsor. You must keep in constant touch with your committees and advise them in their work. You must be ready to suggest to the board of trustees such plans as you may think would benefit the club, and you must remain unruffled should your suggestions be rejected.

And always remember that you are the president of a democracy and in no way an autocrat. You should not usurp the authority of your fellow officers or of your committees. I urge you in your leadership to keep one goal at the center of all your plans and endeavors, namely, to make the Key Club more vital to its members and more serviceable to the community. Do you promise to uphold these duties during your term?

President: I do

Lieutenant Governor: Thank You.

It is a great privilege to welcome you into an official responsibility for the welfare



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of this club and hereby install you to your positions. ***Wait for applause if any***

I am sure that you all deeply appreciate the honor bestowed upon you by your fellow members and that you enter upon your official business with the earnest resolution to be faithful to the trust reposed in you. Most heartily do I congratulate you, and I congratulate the club upon the wisdom of its choice for its official leadership.

The success of the club does not depend upon any one of you individually but upon all of you collectively. Nowhere is it more necessary than in the democracy of Key Clubs that there be no division among the elected representatives placed in charge of its affairs.

I therefore charge you never to hold your respective personal opinions above the collective opinions of this entire body. As you each rightly seek to give your best to the club, I urge you also to seek the best from your fellow members. Let all the board members freely share ideas about club activities in discussion, and let them be adopted only by the will of the majority.

Finally, let me remind you that the Key Club is a service club. It has definite Objects. Every member is convinced that these Objects offer a practical and effective plan, not only to develop each member into a better citizen but through you to build a better nation. It is your job to translate that conviction into action. Yours is the leading and directing part of the process of making the Objects of Key Club work and making them deeply meaningful.

I once again congratulate you all and thank you for your service to the New





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Lieutenant Governor pins officers, shakes hand, and wishes each of them a successful service year



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