



## Club Officers Installation 2023

*[NOTE: Today's Installation services/ceremonies can take many forms. The use of pre-set props such as flowers or candles is strictly optional. The overall tone of your event should dictate the method by which it is conducted.]*

Today we celebrate all that Pilot International and all has meant to each of us. We look back at all this organization of heart and service has provided in our lives and are thankful. We are grateful for the forever friendships we have forged and the inspiring projects we have enjoyed in our communities. The first Club charter of Pilot International was signed on October 18, 1921. We applaud the foresight and determination of our founders and charter members. Pilots continue to focus on the founding principles of friendship and service.

We continue to influence positive change in communities throughout the world. To do this, we unite in friendship and give people an outlet for service. We focus on the following:

- Preparing Youth for Service
- Encouraging Brain Safety and Health and
- Supporting Those Who Care for Others.

The success of our efforts shines through the lives we have touched; the children we have educated in brain safety; the families and caregivers we have lifted; and thus, profoundly spreading Pilot sunshine along the way. We will continue to be aware and responsive to the needs of others and to make a genuine and positive difference in the name of Pilot International and this District.

We gather today/tonight to honor our club leaders and renew our dedication to Pilot International, our district and our club.

Will the outgoing club officers please stand? Let's show appreciation to these officers for their dedication to service to others. *(Lead applause.)*

We would like for our incoming officers to come forward, please.

*(Officers should be given prior instructions about the order in which they will be installed. They should approach the front of the room together, in that order.)*

*(Addressing audience)* Pilots (Co-Pilots, Anchors, and Guests), please hold your applause until all officers have been installed.

Each of you possesses unique talents that will contribute to the success of our club. With your leadership, we will continue transforming and building Pilot International and the Anchor Program.



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Each of you must accept the responsibility to support Pilot International's noble purpose, mission, programs, and events and motivate our members.

It is my privilege to present **Directors.** \_\_\_\_\_

You are each charged with promoting friendship and unity within the club.

You are to encourage good attendance, but more importantly, good participation in club activities. As a Director, each of you will play a vital role in making new members feel welcome... you will ensure that all of our members feel needed and wanted. Your duty is to know the club and district standing rules and Pilot International Bylaws. By being informed, you can provide a great deal of assistance to the Executive Board and the Club when questions arise.

Directors, do you pledge to fulfill these responsibilities and others you may be asked to assume to the best of your ability?

*(Directors say, "I do," The directors then move to the far side of the lectern/room.)*

**Treasurer** \_\_\_\_\_, your office is a position of trust. Your duties include receiving and disbursing club funds as instructed by the President and the Board. Prompt payment of bills is essential... the integrity of the club is at stake. You are also responsible for the timely transmittal of annual dues to Pilot International and the district's treasurer. Each month you are to give an accurate and easy-to-understand report of the club's financial status at the business meeting. Will you accept these responsibilities of this office of trust?

*(Treasurer says, "I do," The Treasurer then moves to stand beside the Recording Secretary.)*

**Corresponding Secretary (optional)** \_\_\_\_\_, you will read the correspondence not requiring action as directed by the president. You will be responsible for ordering supplies and preparing correspondence with the President's signature. Composing letters to be sent by the club is an essential responsibility because the words you write and how they are written will project the image of our Pilot Club. Do you accept these essential responsibilities as Corresponding Secretary?

*(Corresponding Secretary says, "I do," The Corresponding Secretary then moves to stand beside the Directors.)*

**Recording Secretary** \_\_\_\_\_, you will need to work closely with the President. Your responsibilities include keeping accurate minutes of the Executive Board and club meetings. You must submit timely reports to the District Governor and Pilot International Headquarters. You are further charged with keeping current records and working with the Treasurer to ensure information about new members and their dues are sent promptly. You will need to work closely with the Directors. Give them contact information for club members,



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especially new members, to encourage greater involvement and participation from everyone. This assistance is crucial because all members must be active and motivated.

Retaining members is a significant concern, and your help will be necessary. Be available to the President to offer assistance and cooperation. In short, be there and be a perfect friend. Do you accept these essential responsibilities as the Recording Secretary? (*The Recording Secretary says, "I do," then moves to stand beside the Corresponding Secretary.*)

**Vice President** (*optional*) \_\_\_\_\_, you have been elected to the office of great responsibility. As Vice President, you will learn and prepare for higher service and leadership. As a member of the Executive Board, your leadership abilities will be invaluable to the board and the club. You may be asked to assume special responsibilities and should always be ready to serve the President and President-Elect. Will you accept the duties of this critical office?

(*Vice President says, "I do," The Vice President then moves to stand beside the Recording Treasurer.*)

**President-Elect** \_\_\_\_\_, your office is a training ground for leadership and service in a higher office. You are responsible for assisting the Executive Board in its deliberations and making sound decisions for the club's good. Take time to study club and district standing rules and Pilot International bylaws. Become knowledgeable of Pilot structure and Pilot policies. Keep an open mind when a new idea is presented.

Recognizing your talents and abilities, your fellow club members have elected you to serve in the club's second-highest office. This will be a busy year for you. You will be expected to fulfill your obligations as President-Elect as the year draws to a close; you will thoughtfully make appointments and assist in planning for the year.

At times your primary responsibility is to help the President. You must be prepared to assume the chair and preside should the need arise. You will represent our club at the district conventions and meetings. Your words and actions should reflect your pride and respect for this club and its members. As President-Elect, you will be an ambassador of friendship and cooperation that will encourage growth as we celebrate the cultures of our Pilot world. The office of the President-Elect is filled with opportunities and challenges now entrusted to you.

\_\_\_\_\_ Do you accept the challenges of this high office?

(*President-Elect says, "I do," the President-Elect then moves to stand beside the Vice President.*)

**President** \_\_\_\_\_, in electing you to serve as a leader, this club has



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bestowed you the highest honor and trust in your leadership ability. Your service, dedication, and skills have brought you to this moment. As president, you will represent our Pilot Club.

What you say and do will be noted, for in you, others will see the image of Pilot. Therefore, we are confident of your ability to be our representative.

The responsibilities of a Pilot Club President are many. You will prepare agendas and preside at all Pilot Club meetings. You will keep the membership informed of all district and Pilot International communications. As President, offer friendship and guidance to all members. Respect your members' input and concerns. Sincere appreciation and encouragement to all its members is a must for good leadership. You will provide, in considerable measure, the tone for the year. As a President with a positive attitude, you can contribute significantly to the growth and strength of our club.

The legacy of Pilot Clubs is built through spirit, passionate members, and meaningful service. You can lead our club to experience this success by providing **enthusiastic leadership** and being **quick to praise and slow to criticize**. You have your unique style and talents, so use these to fulfill your responsibilities to this office. Your club believes in you and your leadership ability.

\_\_\_\_\_ Do you accept these responsibilities and promise to perform the duties of the office of president of the Pilot Club to the best of your ability? (*President says, "I do." The President may then move to the lectern and share their dreams and goals for the club, including how each member can be supportive. Then the Installing Officer returns to the podium.*)

(*Addressing audience*) Pilots, you have heard your new officers pledge to fulfill their responsibilities to the best of their abilities. However, a club can only succeed with the membership's support and cooperation. Your communication and participation in club projects, fundraisers, and events are needed to make this team work. Your consent of Pilot International, our noble purpose, mission, programs, and events unite us in friendship and service at all levels of Pilot. Club members, please indicate acceptance of your responsibilities by saying, "I will." (*The membership says, "I will," and repeats the Pilot Pledge.*)

The Executive Board and the entire club have pledged to work together to promote growth and attain the Pilot's legacy of friendship and service worldwide. We now declare the Pilot Club of \_\_\_\_\_ 's Executive Board duly installed. Congratulations and best wishes for a most successful year.

Madam/Mister President, this concludes the installation service.

Revised February 2023