

# DISTRICT LEADER INSTALLATION SCRIPT

---



As installing officer, use the following script or adapt it to meet district needs. This installation ceremony calls for a gavel; so have one ready.

Welcome to the installation ceremony for the incoming leaders of District **[district number]**. Today we'll officially induct these new leaders and pledge our support to them in the coming year. But first, let's thank our current district leaders for their service and hard work.

Current district leaders, please stand. We're grateful for your contributions over the past year and for fulfilling your responsibilities to the best of your ability until your terms end on June 30. Please be seated.

All those who have been selected as area directors, please stand.

Briefly describe the goals and responsibilities of the area director role.

As area directors, will you commit to doing your best to help fulfill the district mission of building new clubs and supporting all clubs in achieving excellence? Please respond, "We will."

Allow them to respond, and initiate applause.

Please be seated.

The following Toastmasters have been elected as division directors for **[upcoming term]**. Please come forward as you are introduced.

Introduce each incoming division director. Briefly describe the goals and responsibilities of the division director role.

As division directors, will you commit to doing your best to support area directors and help the district fulfill its mission? Please respond, "We will."

Allow them to respond, and initiate applause.

Please be seated.

The following Toastmasters have been selected as administration manager, finance manager, and public relations manager for **[upcoming term]**. Please come forward as you are introduced.

Introduce each incoming district leader. Describe the goals and responsibilities of the administration manager, finance manager, and public relations manager roles.

**[Incoming administration manager's name], [incoming finance manager's name], and [incoming public relations manager's name]**, will you commit to doing your best to support your team and help the district fulfill its mission? Please respond, "We will."

Allow them to respond, and initiate applause.

Please be seated.

Will the following Toastmasters please come forward as you are introduced?

**[Incoming club growth director's name]** is the incoming club growth director **[upcoming term]**.

**[Incoming program quality director's name]** is the incoming program quality director for **[upcoming term]**.

**[Incoming district director's name]** is the incoming district director for **[upcoming term]**.

Hand a gavel to the incoming club growth director.

This gavel is a symbol of the responsibility and authority of the district director, program quality director and club growth director of District **[district number]**.

Briefly describe the goals and responsibilities of the club growth director role.

**[Incoming club growth director's name]**, do you accept the duties of the office of club growth director and pledge to do your best to serve the district and fulfill its mission? Please respond, "I will."

Allow the incoming club growth director to respond.

Please pass the gavel to the incoming program quality director, and remain standing.

Briefly describe the goals and responsibilities of the program quality director role.

**[Incoming program quality director's name]**, do you accept the duties of the office of program quality director and pledge to do your best to carry them out in accordance with the district mission? Please respond, "I will."

Allow the incoming program quality director to respond.

Please pass the gavel to the incoming district director, and remain standing.

**[Incoming district director's name]**, as district director you're responsible for conducting yourself in a way that embodies the Toastmasters values of integrity, respect, service, and excellence. As the district's chief executive officer, you lead members in fostering strong clubs, achieving their goals, and fulfilling the district and Toastmasters International missions. Will you accept these responsibilities? Please respond, "I will."

Allow the incoming district director to respond.

**[Mr./Madam]** district director and District **[district number]** leaders for **[upcoming term]**, will you commit to working together as a team and doing your best to help each other meet your common goals? Please respond, "We will."

Allow district leaders to respond, and initiate applause.

Please be seated.

Address the audience.

You, the members of this district, have chosen your leaders for **[upcoming term]**. You've selected them to leadership positions and have a responsibility to support them. Will you help the district team be successful? Please respond, "We will."

Allow the audience to respond.

This concludes the installation ceremony for the incoming leaders of District **[district number]**. Thank you for attending.