



Club Officers Installation

March 1, 2019

[NOTE: Today's Installation services/ceremonies can take many forms. 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.]

Our annual officers' installation is an occasion for each of us -- members and incoming officers alike -- to renew our dedication to Pilot's guiding principles: *Friendship, Service, Integrity, Leadership and Vision*. Each of us in this club has a potential for greatness that increases with every act of kindness and generosity we extend as Pilot volunteers. Our Pilot membership offers us many opportunities to make life better for people in communities around the world, and this is a noble calling.

On the international level, we continue to focus on the founding principles of friendship and service as we continue to influence positive change in communities throughout the world. To do this, we come together in friendship and give people an outlet for service. We focus on:

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

Although Pilots live in different parts of the world, speak different languages, and have diverse talents, all of us are united in purity of purpose: making the world a better place. Pilot's commitment to service through the Anchor Program, BrainMinders™, Project Lifesaver, Scholarships, Grants, Safe Harbor, and projects for persons with brain-related disorders continues to impact lives in positive ways. Because of the efforts of Pilots like you, we have been successful beyond our greatest expectations! The success of our efforts shines through the lives we have touched, the Anchor leaders we have mentored, the children we have saved, and the peace of mind we have imparted. In our local communities... in our districts... and around the world where Pilot Clubs exist, we will continue to be responsive and to make a positive difference.

So, as we begin our new Pilot year, let us pause to recognize the successes we've enjoyed and the officers who have given generously of themselves in terms of time, energy, and wisdom to successfully lead our club. They have contributed much to the Pilot legacy of friendship and service. Today, Pilots strive to **Do More, Care More, and Be More** as we fulfill our founders' vision for the organization. We commit to building on their efforts in the coming year... and for years to come -- for we all well know the ripple effect of Pilot and Anchor service can be felt around the world.

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

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

(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.)



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(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 to transform and build Pilot International and the Anchor Program.

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

It is my privilege to present **Directors** _____.

You each are charged with the responsibility of 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 insure that all of our members feel needed and wanted. It is your duty to be knowledgeable of the club and district standing rules, as well as the 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 important... the integrity of the club is at stake. You are also responsible for timely transmittal of annual dues to Pilot International and to the treasurer of the district. 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 to go out with the President's signature. Composing letters to be sent by the club is an important responsibility because the words you write and the way they are written will project the image of our Pilot Club. Do you accept these very important 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



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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 insure 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, especially new members, so they can encourage greater involvement and participation from everyone. This assistance is important because we need all members active and motivated.

Retention of members is a major concern and your help will be important in this area. Be available to the President to offer assistance and cooperation. In short, be there and be a very good friend. Do you accept these very important 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 an office of great responsibility. As Vice President you will be learning and preparing for possible 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 at all times be ready to be of service to the President and President Elect. Will you accept the responsibilities of this important 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. It is your responsibility to assist the Executive Board in its deliberations and make sound decisions for the good of the club. 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.

In recognition of 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 ensuing year.

At times your primary responsibility is to assist 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 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.)



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President _____, in electing you to serve as leader, this club has bestowed on you the highest honor and trust in your leadership ability. Your service, dedication, and skill 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. 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 communications received from the district and Pilot International. 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 large measure, the tone for the year. As a President with a positive attitude, you can contribute greatly 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 kind of success by providing **enthusiastic leadership** and being **quick to praise and slow to criticize**. You have your own unique style and talents so use these to fulfill your responsibilities to this office. Your club believes in you and in your leadership ability. _____, do you accept these responsibilities and promise to perform the duties of the office of president of the Pilot Club of _____ to the best of your ability?

(President says, "I do." The President may then move to the lectern and share his/her dreams and goals for the club, including how each member can be supportive. Then the Installing Officer returns to the lectern.)

(Addressing audience) Pilots, you have heard your new officers pledge to fulfill their responsibilities to the best of their abilities. However, no club can be successful without the support and cooperation of the membership. Your communication and participation in club projects, fundraisers, and events are needed to make this team work. Your support 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/or repeats the Pilot Pledge.)*

The Executive Board and the entire club have pledged to work together to promote growth and to attain the Pilot's legacy of friendship and service around the world. 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 March, 2019