

## Induction ceremony

1. Master of Ceremonies will call on member/s to close doors and ensure that ceremony is not interrupted.
2. M/C will ask President to come to the rostrum, then ask the sponsor to escort candidate to President.
3. M/C will call on all present to stand and remain standing until the new member resumes his/her seat.
4. The sponsor will address the President, "Mr/Md President, I present \_\_\_\_\_ for induction to membership. (Don't say "introduce", say "present" because the President already knows the member elect.)
5. The President will receive the candidate with a handshake and appropriate words. Perhaps a short speech on the aims and objectives of Rostrum (no more than two minutes.)
6. The President asks the candidate, "Do you undertake to read the Rostrum Constitution?"
7. The candidate answers, "I do."
8. The President, "Bearing in mind that consistent attendance and willing participation are essential to the club spirit, do you feel you can uphold a commitment to these two requirements?"
9. Candidate, "I do."
10. President, "Will you please repeat after me the words of the Rostrum Promise." Go through the Rostrum Promise.
11. President, "Ladies and Gentlemen, will you all join me in welcoming Speaker \_\_\_\_\_ to Club 6."
12. Present Member's kit and name badge with some words to make new member feel welcome.
13. President, Ask new member if he/she would care to address the meeting.
14. M/C, Ask sponsor to escort new member back to seat.
15. President returns to seat.
16. M/C. "Ladies and Gentlemen, you may resume your seats."
17. Hand meeting back to Chairman.

### Note for the President

- The induction ceremony is more than just another exercise performed at the club. It is recognition of the commitment a person has taken in joining the club and should be performed with due polish.
- Know this sheet off by heart. It looks ill prepared if you have to read off it during the ceremony.
- When reading out the Rostrum Promise, pause at the appropriate words and not when the line ends.
- Position yourself and the Inductee so that the light is satisfactory which you should check prior to the meeting.
- When saying a few words of welcome, don't try to sell Rostrum, but comment on how it has helped you, or why you keep coming along etc. then say that you look forward to their contribution to the club.