

## Office bearers changeover ceremony

Between the elections and the end of its term of office, the outgoing Committee will have prepared a report and copies of this should be provided to members and to the Dais visitor prior to the changeover meeting, if possible.

The outgoing Committee should also ensure that all records and correspondence files, including Manuals and archives, are in good order and in a fit state to hand over to the incoming Committee.

### At the meeting

The retiring President should open the meeting and conduct it as Chairman until the time scheduled for the start of the changeover formalities. At this point he should hand the Chairman's gavel to the Dais visitor and request him to conduct the changeover. The Dais visitor then will-

Call on the retiring President to present a report on the Committee's term of office. This should deal with salient events, membership, training program, club development, etc. The report should preferably be in writing with copies provided to club members and the Dais visitor. A copy should also be sent to the Vice-President, Development. A motion for adoption should be presented to the meeting; the Chairman should arrange with the President the method for doing this. (5 mins max)

Requests the retiring Treasurer to present and move for adoption the Financial Report for the previous term. This should be in the form of an audited receipts and payments statement, plus balance sheet. (4 mins max)

Calls on retiring President to introduce incoming President, who comes to the Chairman's table.

Invites incoming President to introduce his team, then declares the new President and Committee installed. In doing so, it is appropriate for the Chairman to stress to the incoming Committee the importance of the tasks they are to undertake and to charge them to carry them out with vigour, and always with a view to the betterment of the club and the benefit of its members. (3 mins max)

Requests incoming President to outline his plans for club development during the forthcoming term, including membership and financial targets. (4 mins max)

Requests incoming Critic to outline his training and development program for the forthcoming term. (4 mins.max)

Requests outgoing Secretary formally to hand over the club's records, including Manuals and archives, to the incoming Secretary, with a declaration that all documents have been transferred.

Thanks retiring office-bearers and compliments them as appropriate, and extends best wishes to new office-bearers and Committee; then ceremoniously passes the gavel to the incoming President, thereby passing control of the remainder of the meeting to them.