Officers may be installed during a Beta meeting, before student body in an assembly period or even as part of an in-person or virtual induction ceremony. Depending on the grade level of your students, you may consider installing officers in the fall to begin your club’s activities for the year or in spring so those elected may be prepared to serve the following year with no delay.

Officer positions are not required but are encouraged to help develop leadership within your club. Officer positions may include:

- President
- Vice-President
- Secretary
- Treasurer
- Reporter
- Historian
- Chaplain

Officer pins may be ordered from the Beta Shop*. They may be given to or pinned on each newly elected officer’s lapel by a sponsor/co-sponsor/administrator following their installation.

SPONSOR:
Welcome! Today, we are excited to install a new group of officers who have been elected to lead our National Beta club this/next year. This group was selected because they are true leaders in our school. They were elected by their peers by (explain selection/election process). Each student elected to their position brings a different personality and skill set to the table. Working together, they’ll be able to blend their talents and make a difference.

(In-Person) Officers, as your name is called please come forward.
(Virtually) Officers, as your name is called, please be prepared to accept your duties as announced.

SPONSOR/OUTGOING PRESIDENT:
(President Name) You were chosen/elected as President by your peers. The President has the most visibility in meetings and his/her leadership sets the tone for the rest of the club activities. As president, you will preside over meetings, appoint committees, and cooperate with your sponsor, school administration and fellow members to make plans that will both educate your members and serve the community. Do you accept these duties?

PRESIDENT: I pledge my best efforts to this role.

SPONSOR/OUTGOING VICE PRESIDENT:
(Vice-President Name) You were chosen/elected as Vice-President by your peers. The Vice-President must be ready to serve in the President’s role if he/she is absent. You will work with the President, your sponsor, school administration and fellow members to make plans that will both educate your members and serve the community. Do you accept these duties?

VICE-PRESIDENT: I pledge my best efforts to this role.
SPONSOR/OUTGOING SECRETARY: 
(Secretary Name) You were chosen/elected as Secretary by your peers. The Secretary must pay close attention and take detailed notes on club activities. You must also stay organized and deliver information from past meetings so that members stay up to date on all club activities. Do you accept these duties?

SECRETARY: I pledge my best efforts to this role.

SPONSOR/OUTGOING TREASURER: 
(Treasurer Name) You were chosen/elected as Treasurer by your peers. The Treasurer is the officer responsible for staying aware of the club’s finances. It is your duty to keep accurate records of the club’s bank account and provides reports regularly during meetings. You may do this in cooperation with your Beta sponsor and school administration. Do you accept the duties?

TREASURER: I pledge my best efforts to this role.

SPONSOR/OUTGOING REPORTER: 
(Reporter Name) You were chosen/elected as Reporter by your peers. It is the Reporter’s duty to let your school and community know what the club is doing. You may write articles for the newspaper, school website and/or social media. Do you accept these duties?

REPORTER: I pledge my best efforts to this role.

SPONSOR/OUTGOING HISTORIAN: 
(Historian Name) You were chosen/elected as Historian by your peers. It is the Historian’s duty to create a record of the activities performed by this club throughout the year. This may be completed as a physical or digital memory book or album. You may work closely with the Reporter to gather these items. Do you accept these duties?

HISTORIAN: I pledge my best efforts to this role.

SPONSOR/OUTGOING CHAPLAIN: 
(Chaplain Name) You were chosen/elected as Chaplain by your peers. It is the Chaplain’s duty to provide words of encouragement, motivation and maintain a positive attitude. You will work closely with your fellow officers and sponsor to ensure that the focus of your club remains true to the National Beta motto: Let Us Lead by Serving Others.

SPONSOR: Congratulations officers! I know you will serve your Beta club well this year. I urge you to remain true to the pillars and principles of Beta. As leaders of this club, you are in a unique position to make a difference not only among your fellow members but among your school as well.

Optional: If you have additional officer positions not outlined above**. You may install them using the following example:

SPONSOR/OUTGOING OFFICER: You were chosen/elected as a National Beta officer. It is your duty to uphold the four pillars and National Beta creed, encourage your fellow Betas and lead this club in service. Do you accept these duties?

OFFICER: I pledge my best efforts to this role.

*Reporter, Historian and Chaplain pins are not available at the Senior Beta level. ** Standard “Officer” pins are available from the Beta Shop at the Elementary, Junior and Senior Beta level.
OFFICER SELECTION TIPS AND SUGGESTIONS

• Elections can be held during meetings and selected via show of hands, paper ballot or online poll.

• Consider having members nominate a candidate for office prior to voting. Candidate will have the opportunity to accept or deny their nomination before explaining why they should be selected.

• Consider requiring interested candidates to either inform you of their interest in running or complete an application of interest which outlines their duties specific to your club.

• Provide candidates an opportunity to give a short speech to their fellow members. Their speech should grab their peer’s attention, state their qualifications and experience, list reasons why they are running, highlight a few ideas/areas of improvement and thank everyone for their support.

• If working with younger students, you may consider having interested candidates submit a written paragraph relaying why they feel they would be a good officer.

• Allow students to campaign for a week prior to voting. Campaigning may include creating a logo, developing a slogan, talking to peers, creating posters and flyers, etc. This not only gives the candidate a valuable experience, but it provides great exposure for your club.

• If your club is operating on a virtual or hybrid schedule, have interested members submit a video campaign speech, explaining why they should be the selected as an officer. Consider hosting these videos on FlipGrid, Vimeo or YouTube or another video sharing site. Once all students have viewed each candidate’s submission, have members submit their vote via email, using an anonymous poll via Survey Monkey, Poll Everywhere, etc.