

Suggested Installation of Officers

Tonight we are installing into positions of leadership those officers whom you have elected to serve for the coming year.

To those who have been elected, I congratulate you. You have been selected carefully and wisely by the members of the _____ Chapter, who have determined that you would be excellent leaders for this organization. It is a privilege and an honor, but one that will require time, thought, and dedication throughout the year.

When I call your name, will you please come forward and face the membership.

Directors (Members-at-large)

You have been elected to serve as representatives of the chapter membership on the Board of Directors. It will be your privilege to speak for the membership at all Board Meetings and to conscientiously fulfill your obligations to the Board and the Membership.

Do you acknowledge and confirm your commitment to the trust of representation? If so, answer I do.

Parliamentarian

You have been elected to the position of Parliamentarian. It will be your responsibility to see that all Chapter and Board meetings are conducted within the guidelines established by Roberts Rules of Order, as professionalism is a standard of excellence for this organization.

Do you acknowledge and confirm your commitment to the trust of this office? If so, answer I do.

Treasurer

To you is given the responsibility for the finances of the chapter. As treasurer, it will be your duty to keep all financial records of the chapter, collect and record annual dues, receive and disburse money as instructed by the Board of Directors, and provide monthly report to the Chapter Board and Membership

Do you acknowledge and confirm your commitment to this trust of fiscal responsibility? If so, answer I do.

Secretary

As Secretary you will record the proceedings of all business and Board of Directors' meeting, and retain those records for future reference. You will prepare and present monthly business meeting minutes for the membership as directed by the Board.

Do you acknowledge and confirm your commitment to this trust of accurately and precisely recording the growth and policies of your organization? If so, answer I do.

Vice President _____

As Vice President you assume the critical task of Program Chairman, you will choose speakers for the monthly meetings and work closely with the Education Chairman. It will also be your privilege and responsibility to work closely with the President and be prepared to take charge in the President's absence.

Do you acknowledge and confirm your commitment to this trust of responding to the professional and informational needs of the membership? If so, answer I do.

President _____

You have been chosen to lead this chapter for the coming year, to preside at the Board and regular monthly meetings, and to oversee the professional and goal-oriented operation of the Chapter. You will be called upon to represent the Chapter in Local, Regional, and National meetings, and to conduct yourself as fitting to the high office to which you have been selected. Under your capable leadership, the CFDD _____ Chapter can do nothing but climb to bigger and better objectives.

Do you acknowledge and confirm your commitment to this trust of leadership? If so, answer I do.

Will the members of _____ Chapter please stand.

These, your officers, have pledged themselves to the service of this Chapter for coming year. In return, will you pledge your support and cooperation thereby promoting the prosperity and growth of this organization? If you accept this responsibility, please signify by saying, "we will".

I now declare all officers and directors duly installed for the coming year.

GAVEL PRESENTATION TO THE NEW PRESIDENT: In presenting to you this gavel, the symbol of your office, I congratulate you upon receiving such distinction at the hands of your peers. We sincerely trust your administration will be a pleasure to you and a benefit to the CFDD _____ Chapter.