

INSTALLATION OF OFFICERS

Any officer installation should be conducted with dignity. That does not prohibit interesting, or even humorous, comments during the ceremony. The installer should avoid excessive antics or pontificating. The event is not about the installer. It is about the new officers who will lead the organization. That is the reason for asking all of them to be clearly visible during the entire ceremony.

The responsibilities and oath should be stated with appropriate seriousness. The indications of specific duties are not for the benefit of the inductee, who will receive training for the position, but are to remind the membership what each officer is to do. These position duties are applicable to Local Units, but can easily be adopted for Districts. In the example, an attempt at humor is added after the officer states his or her affirmation of the oath. This, or similar comments, should be included only if the installer is comfortable with creating humor and if knowledge about the situation warrants. If knowledge is sufficient, comments may be personalized.

INSTALLATION EXAMPLE

Installer

(Address the presiding officer and the audience)

"It's my honor to install the officers who will serve your Local Unit for the 2007-2008 year. Will all the incoming officers please come forward and stand with me until the entire ceremony is completed."

(Announce names and positions.)

As each of you takes the oath of office, you are also confirming that you are responsible for other duties requested by TRTA or by the Local Unit Board of Directors.

"Treasurer _____ (name) _____"

"As the Treasurer, your duties will include:

Collecting and recording dues,

Forwarding dues money, at appropriate times, to District and to TRTA,

Paying approved bills and keeping a record of all financial transactions, and

Preparing regular financial reports and assembling audit materials."

Will you fulfill these duties to the best of your ability?"

Treasurer

"I will."

Installer

"Thank you, I know you will. Money is always a problem. I want to give you something to solve that problem. Make use of it and you will have no more money problems." (Present a play bingo set, lottery ticket or similar item.)

"Secretary _____ (name) _____"

"As the Secretary, your duties will include:

Maintaining a record of meeting proceedings according to the TRTA Leadership Manual guidelines, and

Examining and responding to correspondence.

Will you fulfill these duties to the best of your ability?"

Secretary

"I will."

Installer

"Thank you, I know you will. No doubt you will probably be using the latest model computer to complete your duties, but every secretary needs good backup equipment." (Present a pencil and pad.)

"Second Vice-President _____ (name) _____"

"As Second Vice-President, your duties will include:

Presiding in the absence of, or at the request of, the President and the First Vice-President," and
Serving as Public Relations Committee Chairman.

Will you fulfill these duties to the best of your ability?"

INSTALLATION OF OFFICERS

Second V.P. "I will."

Installer "Thank you, I know you will. A Second Vice-President can get pretty discouraged sometimes. They have two bosses over them. If that happens, read this card." (Present a card, "They must blame two people before they get to me.")

Installer "First Vice-President _____(name)_____"

"As First Vice-President, your duties will include:
Presiding at meetings in the absence of, or at the request of, the President,
Serving as Membership Committee Chairman and, as that Chairman, assigning responsibilities for retention and recruiting, and
Informing the District Membership Chairman about your activities.
Will you fulfill these duties to the best of your ability?"

First V.-P. "I will."

Installer "Thank you, I know you will. The First Vice-President does not have to be a 'yes' person for the President. I want you to have this card as a reminder. If the President asks your opinion about his decision, reading this card will remind you what to say." (Present a card that reads, 'Absolutely.')

"President _____(name)_____"

"As President of this Local Unit, your duties will include:
Presiding at all meetings,
Responding to action requests from TRTA,
Informing the membership about TRTA and District actions,
Arranging for the provision of programs at each meeting,
Inviting the District President and local legislators to at least one meeting, and
Serving as the coordinator for awards.
Will you fulfill these duties to the best of your ability?"

President "I will."

Installer "Thank you, I know you will. As president, you will need to make many important decisions. I want you to have something to help you anytime you are in doubt about making the right decision. Heads is yes, tails is no." (Present a coin.)

Installer "Immediate Past President _____(name)_____"

"As Immediate Past President, your duties will be:
Serving as a mentor, or advisor, to answer questions when requested by the President."
"Will you fulfill these duties to the best of your ability?"

**Immediate
Past President** "I will."

Installer "Thank you for your service. I have been told that you had a loss during your term. I want to replace your lost item." (Present a sack of marbles.)
"As installing officer, I declare you duly installed as officers of the ____ (Local Unit Name) _____
_____ for 2007-2008. My best wishes for a successful year."

INSTALLATION OF OFFICERS

Optional presentation items:

Fruit:

Treasurer	Pear	(Present to each after both have affirmed. "This is the pair that keep things going.")
Secretary	Pear	
2nd V-P	Lemon	("To move up the ladder of leadership, show you can make something good, even from lemons.")
1st V-P	Apple	("You are the apple of the President's eye.")
President	Banana	("You are the top banana.")
Immediate Past Pres.	Cherries	("From now on your life is just a bowl of cherries.")

Teamwork

Prepare two sets of tongue depressors, or sticks, with the words MENTOR (Immediate Past President), LEADER (President), MEMBERSHIP (First Vice-President), PUBLIC RELATIONS (Second Vice-President), PROCEEDINGS (Secretary), and FINANCE (Treasurer) printed on them. Present the first set to each officer as he or she is installed. After all are installed, ask them to break the stick into two pieces. Issue second set. Help the President bind them together with teamwork tape. Ask the President to break the set. Comment about what will happen if all work together.

DISTRICT OFFICERS INSTALLATION “CHEERIOS”

The following TRTA members have been elected to lead District ____ and serve as Officers to serve from _____
____(DATES)_____.

As your name is read, please come forward and stand together as a team of **Cheery O's**, which means “**Cheery Officers**.”

President _____

First Vice President _____

Second Vice-President _____

Secretary _____

Treasurer _____

As all nutritionists advise, everyone needs to start a new day with a healthy breakfast. So, today we are going to give to each one of you a box of Cheerios to start your term of office with healthy energy. You will be known as the District ____ “Cheery O (officer) Team.”

_____: You have been elected to be the **President**—the heart of this team. Therefore, you are given the “Original Toasted Whole Grain Oat Cereal”—the yellow box with the large red heart. On the box you will find this quote, “*As a part of a Heart-Healthy Diet, the soluble Fiber in Cheerios can reduce your cholesterol.*” This is desirable since you have more duties outlined in the “TRTA Leadership Manual” than of any of the other O's (officers).

Three of your twelve duties are:

- ◆ Preside and organize all District meetings which includes the District Fall Conference and the Spring Leadership Training Conference.
- ◆ Communicate with Local Units through District newsletters and visits to Local Units.
- ◆ Disseminate TRTA information and materials to Local Units and other interested parties.

_____: As **First Vice-President** you are in charge of getting our Local Units to excel in the area of membership. You get the Cheerios named “Team Cheerios.” Many team hints are given on your Cheerios box such as: “*Staying properly hydrated can keep you stronger and playing longer. Remember to drink fluids like water or juice before, during, and after a practice or game.*”

You will need lots of hints to help you as you perform the following duties:

- ◆ Assist local units in developing membership campaign plans.
- ◆ Relay membership information from TRTA to the local units.
- ◆ Requests periodic membership reports and the status of membership activities from local units.

_____: As **Second Vice-President**, Public Relations is your main focus. The type of Cheerios for you is named “MultiGrain” Cheerios-5 Lightly Sweetened Whole Grains.” This cereal brags that it has “*100 % daily value of 10 vitamins and minerals.*” You will need lots of energy to serve as the district coordinator of the Children’s Book Project. Note that General Mills also sponsors a similar program entitled First Book and describes it on your type of Cheerios.

Additional duties are:

- ◆ Serve as Chairman of the District Public Relations Committee.
- ◆ Disseminate to Local Units all public relations materials

_____: You have been elected as **District Secretary**. Strawberry Berry Burst Cheerios packs those famously fun toasted whole grain O's with genuine strawberries plucked fresh from the field. In medieval times, strawberries were carved into cathedral pillars to symbolize perfection. It is your job to record the minutes of each district meeting to “perfection.” There are valuable tips about the contents and organization of “perfect” minutes in the *TRTA Leadership Manual*.

_____: The office of **District Treasurer** is charged with keeping an accurate record of the District’s financial transactions. The perfect cereal for you is Honey Nut Cheerios. This whole grain oat cereal is sweetened with

DISTRICT OFFICERS INSTALLATION “CHEERIOS”

real honey and almonds. Real “honey” rhymes with real “money.” The real “nuts” reminds us that you may really go this way with all your work with the district bookkeeping.

_____ : As **Immediate Past President** you receive the newest Cheerio cereal. Triple Berry Burst Cheerios was made for you. It contains strawberries, blueberries, and raspberries. Your three jobs are to chair the nominating committee, serve as advisor to the District President and Executive Committee, and assist in the organization of new Local Units. With your previous experience as President, your advice is the “berry” best.

Please raise you right hand and repeat after me:

I understand that I have been elected to serve in a leadership role of TRTA, District _____. I pledge to do my best to carry out those duties described for my office in the *TRTA Leadership Manual*.

I am honored to deem you duly installed.

Congratulations, Cheery O’s!

Note: In preparation for the above installation, the types of General Mills Cheerios that are needed are:

1. Toasted Whole Grain Oat Cereal (box with heart on it)
2. Team Cheerios
3. MultiGrain Cheerios – 5 (Lightly Sweetened Whole Grain)
4. Strawberry Berry Burst Cheerios
5. Honey Nut Cheerios
6. Triple Berry Burst Cheerios

OFFICER INSTALLATION "A GAGGLE OF GEESE"

As each flaps his wings, it creates uplift for the bird following. The whole flock adds a 71% longer flying range than if each bird flew alone.

People who share a common direction and sense of community can get where they are going quicker and easier when they travel on the trust on one another.

Will the incoming officers for _____ please come forward now?

President on my right, and others on my left.

Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to fly alone, and quickly gets back into formation to take advantage of the lifting power of the bird immediately in front. If we have as much sense as a goose, we will stay in formation with those who are headed where we want to go.

When the lead goose gets tired, it rotates back into formation and another goose takes over at the point position.

It pays to take turn at the hard task and sharing leadership, because people, like geese, are dependent on each other.

The geese in the formation honk from behind to encourage those up front to keep up their speed.

We need to make sure that our honking from behind is encouraging, supportive, helpful—not demanding or discouraging.

First of all, let me pay tribute to the _____ unit. You must know that with your cooperation and counseling, success will come to the new officers of your unit.

Secondly, let me also honor the outgoing officers by expressing appreciation for your leadership you have given to this unit. You each now have the responsibility of passing on all you have learned to your successors.

When geese get sick or wounded or shot down, two geese drop out of formation and follow it down to help protect it. They stay with the ailing goose until it is either able to fly again or dies. Then they launch out on their own, either with another formation or to catch up with their original flock.

To the officers on the left:

Do you promise to perform faithfully all the duties of your respective offices as stated in the Bylaws? (We do.)

Do you pledge your support to the president as she carries out the objectives of TRTA? (We do.)

To the President on the right:

President _____, you have been elected to serve the _____ Unit as President. This unit is to be congratulated upon your election. You have been chosen because of your ability and your trustworthiness. It will be your responsibility to lead the organization in all its endeavors.

President _____, do you pledge faithful performance of your duties as stated in the Bylaws? (I do.)

To the members:

Audience, please rise.

Do you pledge your loyal support to these officers whom you have chosen and will you cooperate in making this administration a successful one? (We will.)

Your duties will prove a challenge. Yours is a responsibility of helping, planning, service, and fellowship. Your president and other officers come to you with high hopes, but they can do nothing without your loyal support and cooperation. You can go far and accomplish much if you work together.

IF WE HAVE AS MUCH SENSE AS THE GEESE, WE'LL STAND BEHIND EACH OTHER AS THEY DO! KEEP HONKING!

OFFICER INSTALLATION "YARDSTICK"

1 Yardstick needed for each officer to be installed—Free yardsticks are usually available at any home improvement store—Home Depot, Lowes, Southerlands, or local lumber yard. Try to get bright colored ones if possible.

1 Can of Playdough – any color, molded around your fist into a round cap

Prepare a brief statement about the duties of each office.

Script:

Will the 2007–2008 Officers for _____ Unit come forward?

_____, As incoming President of _____ Unit, your responsibility is to guide and lead this unit to the best of your ability. (Then use your brief statement of the office. Hand the President a yardstick.) Now try to make your yard stick stand alone in front of you.

You have found that is impossible to do. You will need help in fulfilling your duties.

_____, As incoming 1st Vice-President of _____ Unit, your responsibility is to fulfill the duties of this office to the best of your ability. (Then use your brief statement of the office. Hand the 1st Vice-President a yardstick.) Placing one end together with the other ends on the floor, now try to make your yardstick and the President's yardstick stand up together.

As you see, that is impossible to do, so you both will need help to fulfill your duties.

_____, As incoming 2nd Vice-President of _____ Unit, your responsibility is to work with all the officers to the beset of your ability and to perform your duties to the best of your ability. (Then use your brief statement of the office. Hand the 2nd Vice-President a yardstick.) Will you try to make your yardstick stand along with the other two officers as you place one end together and the other end on the floor?

You have found that is impossible to do. You will need more help to fulfill your duties.

_____, As incoming Secretary of _____ Unit, your responsibility is to perform the duties of your office to the best of your ability. (Then use your brief statement of the office. Hand the Secretary a yardstick.) Please try to make your yardstick stand up with all the others by placing one end on the floor and one end together.

That is impossible to do, so you will all need more help.

_____, As incoming Treasurer of _____ Unit, your duty is to fulfill the duties of your office to the best of your ability. (Then use your brief statement of the office. Hand the Treasurer a yardstick.) Will you please try to stand up your yardstick along with all the other yardsticks with one end together and the other end on the floor?

It is impossible to do. Let's add one more officer.

_____, As Past President of _____ Unit, your duties are to provide guidance and expertise to the new officers as they strive to fulfill their duties. (Hand the Past President a yardstick.) Now will you, along with all the other officers, place your yardsticks standing with one end on the floor and all hold the other ends together making a tee-pee like structure. Don't turn loose yet. As you can see, we all need one other object to hold this group together.

(Then the installer takes the pliable Playdough already made into a round cap and places the cap over the top of all the yardsticks and that will hold the yardsticks into the tee-pee structure. It should be standing.) The Playdough cap represents the members of this Local Unit. With each officer working together along with the members, this Local Unit will be a strong, productive organization for 2007–2008.

This will really work, but the installer needs to practice this before the installation. (May need some other hands helping to hold the yardsticks while practicing placing the Playdough on the top.)

Also, the script wording can be changed up as needed but needs to follow the instructions to make the teepee structure work.

MEMORIAL CEREMONY

DISTRICT _____ TRTA

Date

- I. Begin with verses 1-6 and verse 13 of 1st Corinthians, Chapter 13. As verse 13 is given, light the candles for Faith, Hope, and Love.

- II. POEM: Faith, Hope, and Love
Faith shows itself
In both words and deeds,
And with all the warmth
Of understanding and other's needs.
Hope shows itself
Through trouble and sorrow,
And is always ready
To start over tomorrow.
Love shows itself
In the art of caring
And very often in the unselfish-sharing.
In a look of compassion
In a tender smile,
In just being willing
To go that "Extra Mile."

- III. READING: As we remember our deceased members
We will be aware that
They are ours just as ever,
They are simply pioneering
In our great eternal day.
They are dearer than before,
In Faith, Hope and Love,
They and we are bound forever more.

- IV. Read names of deceased members.

- V. PRAYER:
Although the curtain falls,
There comes a time for all of us
When we must say good-bye.
But, memories of those we love
Live on and never die... .
Although the curtain falls at last,
Is that a cause to grieve?
The future life is brighter still
If only we believe... .
So trust in God's eternal care,
And when the Master calls,
We'll know a fairer world's beyond
Although the curtain falls.