INSTALLATION OF OFFICERS AND DIRECTORS

Opening Remarks

(Tonight/today) we have come together to carry out one of the most important activities of our chapter – installation of our new officers and directors. We are excited about the potential our chapter has for further growth and development under these new leaders.

Thanks to Outgoing Officers

At the same time this is the occasion for us to recognize those individuals who have served as officers and directors for the past year. Under their leadership our chapter has (list several achievements the chapter accomplished during their term). They leave our chapter in excellent shape and ready to achieve new heights in the years ahead.

I would like to recognize the outgoing officers and directors at this time. Let’s show them our appreciation for the many hours they spent working on our behalf. Please hold your applause until all have been recognized.

(Name all outgoing officers who held an office EXCEPT FOR PRESIDENT.)

(Master of Ceremonies leads applause.)

(Name of outgoing president), please come forward.

Every president must devote a tremendous amount of time and energy to the duties and responsibilities of the office. It seems that with every passing year, these responsibilities grow. It takes a very talented and committed person to balance these responsibilities with a personal life and a professional life. Our president this year has done a remarkable job of doing just that. Anyone who knows (first name of president), is aware that HFTP is a very important part of (his/her) life.

(First name of president), in recognition and appreciation of your year as president of the (your chapter name) Chapter, please accept this (plaque/gift). Thank you for what you have done for the chapter and for each of us individually.

(Master of Ceremonies leads applause; outgoing president makes brief remarks then returns to seat.)

Installation of New Officers

In an association no other ceremony is as important as that of installing the elected leaders. For those being installed it is a visible demonstration of their commitment and dedication to the organization. Those of us who witness this event also play an important role in the ceremony because we, too, demonstrate our commitment to support and encourage our leaders during the coming year.

Would the following directors please come forward and take your places as your names are called:

(Master of Ceremonies calls out director’s name and specific responsibilities, if applicable (for example-John Doe, director of membership).)
You have been elected by the membership of the (your chapter name) Chapter to represent their interests by serving as a director. The members have chosen you because you exemplify high standards of professional conduct. During this year they will expect you to handle the affairs of the chapter in an ethical and competent manner. This is an important responsibility. Do you pledge to accept this responsibility to the best of your ability?

(Directors respond with “I do.”)

Congratulations on your election. Please help me recognize your new directors.

(Master of Ceremonies leads applause; Directors return to their seats.)

Would the following officers please come forward:

(List office EXCEPT PRESIDENT and then name. For example-Secretary...Mary Smith.)

Serving as an officer of the (your chapter name) Chapter is an honor and a tremendous responsibility. You will be looked to for guidance, direction, and leadership. As you know it takes a great deal of time and energy to effectively fulfill your responsibilities. Your colleagues have entrusted the management of our chapter to you. Do you pledge to uphold that trust and serve the chapter to the best of your ability?

(Officers respond with “I do.”)

Ladies and gentlemen, please join me in recognizing your new officers.

(Master of Ceremonies leads applause; Officers return to their seats.)

(Name of president), will you please join me at the podium?

(First name of president), you have been chosen by your peers as the chief elected officer of the (your chapter name) Chapter. The office of president is the highest recognition in the chapter, but it comes with significant responsibility. Before you lie many challenges as well as many opportunities. Through our witness of your installation, all of us pledge to support you with our time, energy, and enthusiasm.

(First name of president), are you willing to accept the responsibilities of the president of the (your chapter name) Chapter, and promise to use your best talents to serve the membership and the profession?

(President responds with “I do.”)

Ladies and gentlemen, your new president, (full name of president).

(Master of Ceremonies leads applause, shakes president’s hand and Master of Ceremonies returns to his/her seat. President makes brief remarks and then either continues or closes the meeting.)