

National Association of Educational Office Professionals

Installation Ceremonies



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INDEX
INSTALLATION CEREMONIES

Installation Guidelines	3
Suggested Jewels	5
Suggested Flowers	6
Suggested Colors	7
Angels	8
Building Blocks to Professionalism	13
Candles/Colors	16
Charms	18
Flowers	22
Hearts	25
Rainbow	29
Shoes	33
Symphony	37
Acknowledgements	40

Installation Guidelines

Let's Install Correctly

An election is not made legal by an installation ceremony (unless so noted in the association's bylaws) but it does give the members an opportunity to recognize the work of outgoing officers, to acknowledge the accomplishments of the association, and to welcome the new officers.

The installing officer should be a person the incoming president wishes to recognize and honor. A national or state officer, a past president of the association or even the retiring president may conduct the installation ceremony. That individual should obtain a copy of the association's latest bylaws, ask for the incoming president's theme for the year, and ask about customs from past installations, and then construct the installation around all of this information.

Installations are important as contained within is customarily a speech from the incoming president outlining the goals and ideals of the association and challenges for the new officers to lead the members toward these goals.

General Procedure

1. The outgoing president speaks about his/her term and outlines the board's accomplishments, thanks the board, chairmen, as well as the committee members and membership for their participation over the year. While there may have been friction during the year, the outgoing president should lay that aside and indicate the year contained value in opportunities and experiences. The outgoing president then introduces the installing officer.
2. The installing officer briefly thanks the outgoing officers as a body for the group and asks them to stand for applause.

Actual installation is accomplished progressing up the line of officers or down the line from the president, with appropriate comments to each. These comments should be aligned with the association's bylaws to which the installing officer should have referred. You may or may not choose to include directors who can be grouped if the president so desires. Once comments are completed for each officer/director/group of directors, each should indicate their acceptance of responsibilities.

3. The installing officer, either individually following each set of comments or collectively for the entire group at the end of the installation, should state:

“I now install you as ...” or
“I declare you installed as ...” or
“You are now the ... and duly installed”

4. The installing officer asks members to pledge support or loyalty. It is best to have members stand for this pledge.
5. The installing officer introduces the outgoing president who will present the gavel to the incoming president as the symbol of office. He/she shall state: “As I place this gavel in your hands as this association’s leader, I pledge my assistance and loyalty to you, our new president, to the new board, and to our entire association and give you my best wishes.”

Other suggestions for this area could include comments about the gavel such as: “In presenting you with this gavel, your symbol of authority – let us consider the **FIVE** presidential attributes in the word **GAVEL**:

- G Be gracious always
- A Be amicable to all
- V Be versatile in ways of doing
- E Be enthusiastic about plans and projects
- L Be loyal to all in all things, at all times.”

Following, in this scenario, the outgoing president should always extend her congratulations: “Congratulations as the new president.”

There may be other customs within the association such as the incoming president awarding the outgoing president with a plaque, gift, and/or gavel guard pin. As installing officer, you should research this and your program should be written accordingly.

After the Formal Installation

Allow each officer to say a few words if time allows and if it is customary within the association.

NOTE: The suggestions below are merely “suggestions.”

Suggested Jewels for Installation

For president	Crystal (or clear quartz) – Stone that brings Energy for the Soul Moonstone – Stone of New Beginnings and Self Actualization Rose Quartz – Stone of Power and Influence Sapphire – The Stone of Wisdom
For vice president Or president elect	Aquamarine – Stone of Courage Garnet – Stone of Commitment Malachite – Stone of Inner Vision
For secretary	Diamond – Stone of Purity and White Light Pearl – Stone of Sincerity
For treasurer	Agate – Stone of Truthfulness Blue Copper Turquoise – Stone of Wealth Emerald – Stone of Great Integrity Orange or Yellow Sapphire – Stone that brings Wealth
For past president	Coral – Stone of Diplomacy Jasper – Stone of Nurturing Onyx – Stone of Old Memories Peridot – Stone of Protection and Guidance

Suggested Flowers for Installations

(Flowers or corsages can be presented as officers pledge their acceptance of office or greeting cards showing the flower, or scrolls with flower photos on them.)

For president	Gardenia – joy Passion flower – passion Purple tulip – royalty Red and White Rose – unity Calla Lily – regal
For vice president Or president elect	Day Lily – enthusiasm Bachelor Button – anticipation Apple Blossom – promise Alstroemeria – aspiring
For secretary	Yellow carnation – cheerful Hyacinth – sincerity Yellow Rose – friendship
For treasurer	White chrysanthemum – truth Statice – success Wisteria – steadfast
For past president	Black-Eyed Susan – encouragement Forget-Me-Not – remember me forever Iris – inspiration Magnolia – dignity Violet – faithfulness

Suggested Colors for Installation

Significance can be used with flowers, jewels, etc. Colors can be portrayed with colored ribbon tying scrolls, or any number of small gifts. Colored candles or white candles with colored ribbons may also be used.

For president	Red symbolizes action, confidence, courage, vitality Purple symbolizes royalty, magic, mystery Brown symbolizes earth, order, convention
For vice president Or president elect	Orange symbolizes vitality with endurance Yellow symbolizes wisdom, joy, happiness, intellectual energy
For secretary	Blue symbolizes youth, spirituality, truce, peace White symbolizes purity, cleanliness
For treasurer	Green symbolizes life, nature, fertility, well being Gold symbolizes wealth, prosperity, wisdom
For past president	Indigo symbolizes intuition, meditation, deep contemplation Gray symbolizes sorrow, security, maturity

Sample Installations:

Angels

I would like to welcome everyone to this morning/afternoon/evening's festivities. To begin with I would like to introduce a few people. First I would like to welcome all of our visitors and guests, please stand. Next I would like to introduce Past Presidents

NAME, will give our inspiration.

Now it is time for our most important introductions, which I will make throughout the installation ceremony.

The Season/Annual Meeting of the Name of Association is always very special. It is the time when we come together to thank the officers who have served the organization successfully in the past year and give them our best wishes as they step back into the ranks of membership. It is also time for the installation of a new group of officers for the ensuing year.

I was honored when Incoming President's Name asked me to install the new officers for Years. It is not only an honor but also a privilege. It is with great pleasure that I present to you the following officers who have been elected to serve the association for the coming year:

- President – _____
- President elect – _____
- Vice President – _____
- Secretary – _____
- Treasurer – _____
- Immediate Past President – _____

Officers elect – you must realize the honor of leadership that has been bestowed upon you. Leadership is not only an honor, but as you are aware, a responsibility, and the goals and welfare of your association must be of prime importance to you. You are urged to be sensitive to your responsibilities, considerate of each other's opinions, and loyal to the Name of Association. The members have demonstrated their faith and confidence in your ability to lead the association in the months ahead.

On this beautiful morning/afternoon/evening, I would like you to think of the angels in the heavens and the light that radiates from them onto everything including our ability to learn. As officers and members, incorporate theme.

IMMEDIATE PAST PRESIDENT

NAME (steps forward), you have served Name of Association well as President for the past year and it is time for you to serve as Immediate Past President of the association for the ensuing year.

This angel with the indigo candle is a symbol of your past and present commitment to Name of Association where you used your intuition and deep contemplation to move the association

forward. You have worked hard this past year and will be slowly fading back into the ranks of membership. *(hand indigo candle to her)*

As Immediate Past President, it is your duty to be a valuable resource to your incoming president sharing your experience, advice, and wisdom. You shall ***(this section is to be taken from the association's bylaws)*** *i.e., serve as the historian and keep a permanent record of the Association's activities.* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

TREASURER

NAME *(steps forward)*, you have been elected Treasurer of the association for the ensuing year.

The Treasurer is responsible for the firmament – the foundation of your association. This angel with the green candle is a symbol of well-being. *(hand green candle to her)*

As financial officer, it is your duty to ***(this section is to be taken from the association's bylaws)*** *i.e., receive and have custody of all funds, deposit same in the name and to the credit of this association, and to disburse them only upon written order drawn and signed by the President. You are to keep full and accurate accounts of the receipts and disbursements, keeping the records current so officers and members may, at any time, have an accurate picture of the financial standing. The Treasurer shall transfer money to and from the savings account as necessary and shall give a financial report at each meeting of the association.* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

SECRETARY

NAME *(steps forward)*, you have been elected Secretary of this association for the ensuing year.

The Secretary is responsible for communication. This angel with the white candle symbolizes purity. *(hand white candle to her)*

As secretary, ***(this section is to be taken from the association's bylaws)*** *i.e., your duties are to keep an accurate (pure) record of the proceedings and correspondence of the association and Executive Board. You will maintain current job descriptions for each board member and keep permanent records for all time. You will submit copies of all records for the Historian who will archive the documents in the State Historical Society. Therefore, you must carefully record all matters as required.* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

VICE PRESIDENT

NAME (steps forward), you have been elected Vice President of this association for the ensuing year.

As Vice President, you will ***(this section is to be taken from the association's bylaws) i.e., serve as the representative from our organization contacting our affiliates. This angel with the yellow candle symbolizes wisdom and intellectual energy. (hand yellow candle to her)***

It shall be your duty to: ***(This section is to be taken from the association's bylaws) i.e., be Director of the Meetings Coordinating Committee and liaison between host groups and the Executive Board. In the absence of the President and President elect, you shall be the presiding officer. You shall fill the remaining term of the President elect should a vacancy occur, whereupon the office of President elect will be filled by ballot at the next election.*** You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

PRESIDENT ELECT

NAME (steps forward), you have been elected President elect of this association for the ensuing year.

As President elect you will begin preparing and learning from practical experience. The angel with the orange candle symbolizes vitality with endurance. (hand orange candle to her)

Next to the President, you are the most important person in this organization. ***(This section is to be taken from the association's bylaws) i.e., You shall be prepared to perform the duties of the President in the event of the President's absence; and in the event of a vacancy in the office of President, you shall become President and assume the duties and authority of the office for the unexpired term plus one year. You shall also act as Director of the Membership Committee. By this time next year, you shall be prepared to serve Name of Association as President.*** These are challenging tasks, but you are a most capable person and will accomplish them very well. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

PRESIDENT

NAME (*steps forward*), you have been elected President of this association for the ensuing year.

You are to serve as our leader. The angel with the purple candle symbolizes your office because purple is a royal color standing for leadership and administration. (*hand purple candle to her*)

NAME, you have been elected to the highest honor that can be bestowed upon you in this association. You are the leader and the responsible authority of our organization. (***This section is to be taken from the association's bylaws***) *i.e., You shall preside at all meetings of the Association and Executive Board, represent the organization as required, keep your membership informed and encourage their attendance and active participation. You will appoint committee directors with the approval of the Executive Board, and shall be an ex-officio member of all appointed committees except the Nominating Committee.*

The members of this association have voiced their faith in you as their leader and will endeavor to assist you when needed. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

MEMBERS

(*Turn to members*) Members, you also have a responsibility. You have put your trust in these officers by electing them. In order *incorporate President's theme*, you are asked to pledge to wholeheartedly support them through your active attendance, membership and participation.

Do you accept these responsibilities? **Respond: I do**

OFFICERS

(*Turn to officers*) Each of you, as an officer, is a part of the whole. We can only *Incorporate President's theme* if each of you do your part. Working together produces the needed light, produces power, solves problems, and works miracles.

With sincere pleasure, I declare each of you duly installed as officers of the *Name of Association* and offer you my congratulations and best wishes for success and fulfillment during the term of office.

Now I would like to introduce *Outgoing President's Name* for the passing of the gavel and her final message.

Past President makes remarks . . .

And now, our newly installed President Incoming President's Name will come forward and give us his/her message.

President makes remarks . . .

Any special gifts can be announced at this time (it may be customary in a state installation for the incoming president's local to present a gift or a supervisor or co-workers may want to make presentations).

If there is to be a reception . . .

And, finally, reception hostess/s would like to invite you all to join us in celebrating with a reception for President's Name.

Insert appropriate farewell.

Building Blocks to Professionalism

It is an honor and privilege for me to have been asked to be the installing officer for the Years Board of Directors for the Name of Association you're performing the installation for. During the past year your theme was last year's theme and it has brought you to this morning/afternoon/evening where you are looking toward another great year as you pursue the theme, President's theme.

The analogy for the installation this morning/afternoon/evening will be the symbol of the "Building Block." The first block was laid by the founders of this great association. The second block was laid when they voted to affiliate with the National Association of Educational Office Professionals. The third block was laid when the Constitution and Bylaws were adopted. Many other blocks have been added over the years with the inception of the list programs within the association such as "in-service, scholarship, awards, etc." List any association names changes here as another block laid. Each past president of the association provided a unique foundation block representing their year as president of the association and their pursuit to professionalism.

This morning/afternoon/evening Incoming President's Name, will begin her/his year by adding another block as she begins her year as President of Acronym of Association. Add information about the president's history in the association such as positions she has held and accomplishments beginning with "The formation of his/her block of professionalism began in [year] when he/she became a member of [acronym of association] and at that time began dedicating him/herself to the professionalism and life-long learning opportunities the association afforded. Since that time s/he added to his/her block as she/he served as ..."

I will now ask that you join me for the installation of the Years Officers of the Name of Association.

IMMEDIATE PAST PRESIDENT

NAME, the block you will be adding will be the block of experience. It symbolizes the WISDOM you have gained as you have served in the various positions in the association and especially last year as President.

During last years' dates under your leadership, the association had a great year. You served the association well and this morning/afternoon/evening and throughout this conference the membership has reaped the rewards of your dedication, hard work, and love for this association.

This year you will be a valuable resource to your incoming president and board as you continue to dedicate yourself to a promising future for Name of Association. ***(Add any appropriate duties to this section from the association's bylaws.)***

Do you pledge to be available to offer support and advice to President Incoming President's Name and the Board as you lay your block of experience? **Respond: I do**

PRESIDENT

NAME, the block you will be adding will be the block of leadership and will represent the energy, enthusiasm, and devotion your position will provide as you lead this association.

As President you have been chosen to the highest office of this association. Only those who have stood in your place can fully appreciate the privilege that is yours. It will be your responsibility to lead this association during the coming year as you promote your theme *President's theme* as you build upon your love for the association evidenced by your hard work and dedication. May your block remind you of the perspective of this association and the encouragement you will be called upon to give. This year you will have many duties that phrase "and may perform any other duties that become necessary." (*Add any appropriate duties to this section from the association's bylaws.*)

Do you pledge to continue to strive for the professionalism as you lay your block of leadership in the association? **Respond: I do**

PRESIDENT ELECT

NAME, your block represents observation, learning, and planning. It symbolizes the valuable assistance you will be called upon to give the president and members this year.

This year you will follow closely behind President *Incoming President's Name*. There will be times when it will be necessary for you to help charter the course and make decisions that will be best for the association. This will be a year of learning and planning for next year. (*Add any appropriate duties to this section from the association's bylaws.*)

Do you promise to give your best to this association as you lay your block of observation, learning, and planning? **Respond: I do**

VICE PRESIDENT

NAME, yours will be the block of increased membership. It will be your duty to provide harmony and balance to the membership as you work to promote the benefits of the association and the value of membership.

Your primary responsibility will be to (*add any appropriate duties to this section from the association's bylaws.*)

Do you promise to give your best to this association as you lay your block of increased membership? **Respond: I do**

SECRETARY

NAME, your block will be the block of accuracy as you provide clarity of thoughts in recording the happenings of the association as a true history of the actions of the association is very important. It will be your duty to keep an accurate account of the proceedings of meetings of the association and the Board of Directors. You must be conscientious and faithful to your duties. *(Add any appropriate duties to this section from the association's bylaws.)*

Do you promise to give your best to this association as you lay your block of accuracy?

Respond: I do

DISTRICT PRESIDENTS

District Presidents, your individual blocks symbolize courage, boldness, truth, and dedication as you represent the members of your respective districts. You will be the driving force in your respective districts as you coordinate responsibilities at the local, district, and state levels. You have been elected by your districts to represent them on the Acronym of Association Board of Directors during the Years. Each of your blocks will be unique in its own special way and will bring a unique strength and skill to the Board. You will attend all meetings of the association and Board of Directors, and make sure your district committees meet the state guidelines as specified in the name of appropriate guiding document(s) and preside over meetings of your district association. Each of you represent a different section of the state. You should encourage your members to become involved as they pursue the theme of President's theme. *(Add any appropriate duties to this section from the association's bylaws.)*

Do you promise to give your best to this association as you dedicate yourself to laying your blocks to the Acronym of Association structure? **Respond: I do**

Because you have promised the membership to serve in your elected position to the best of your ability, I now declare you duly installed as the officers of the Name of Association for Years.

Would all members of Acronym of Association please stand.

Members, you see before you those you have chosen to lead this association during the upcoming year. If you will pledge your support and loyalty for the year ahead, would you please respond by saying "I will." Thank you. You may be seated.

And now to the incoming Board of Directors – I wish for each of you a successful year as you pursue your theme President's theme. May you always be mindful of your governing documents.

LET US PRAY: May your great love guide this association during the upcoming year and your protection be upon each officer and member of this association. AMEN

Candles/Colors

It is my honor and pleasure as *(Insert your position and association here)* to preside as installing officer for the *Name of Association you're performing the installation for.*

As always, an installation ceremony is an important and meaningful occasion as an Executive Board Member. I congratulate each of you as you accept the challenge ahead. You are urged to be sensitive to your responsibilities, considerate of each other's opinions and loyal to *Name of Association.* The members have shown they have faith and confidence in your ability to lead your organization in the months ahead.

The candles here symbolize the spectrum of light that glows within you as you serve the members of *Name of Association* in the coming year. Each of you shines within the rays of a rainbow.

HISTORIAN

NAME, your ribbon color is **WHITE** which is the color of inspiration because of your knowledge and wisdom. *(This section is to be taken from the association/s bylaws.)*

Do you accept the responsibility of the appointment that is bestowed upon you? **Respond: I do**

TREASURER

I now would like to invite the Treasurer, *NAME*, to step forward.

As Treasurer, your **GREEN** ribbon represents the currency you will handle. *(This section is to be taken from the association/s bylaws.) i.e., You are to keep full and accurate accounts of the receipts and disbursements; keeping the records so that officers and members may, at any time, have an accurate picture of the financial standing. As Treasurer, you shall give a financial report at each meeting of the association.*

Do you accept this responsibility? **Respond: I do**

SECRETARY

NAME, you have been elected Secretary of this Association and your color ribbon will be **GOLD** – for the golden pen of expressing good will. *(This section is to be taken from the association/s bylaws.) i.e., Your duties are to be present at meetings and you shall keep an accurate record of the proceedings and correspondence of the association.*

Do you accept this responsibility? **Respond: I do**

SECOND VICE PRESIDENT

NAME, you have been elected Second Vice President of this Association.

You are moving into a very prestigious position which is represented by the ribbon color **RED**, which stands for strength, courage and dedication as you face new challenges in the year ahead. Your willingness to serve and give attention to the programs that will cultivate the personal and professional development of the membership is a sure sign of your devotion to this association.

Do you accept this responsibility? **Respond: I do L**

FIRST VICE PRESIDENT

NAME, you will assume the position of First Vice President and your ribbon color is **BLUE** which represents your loyalty and commitment to assist the President in conducting the business of this association. You will promote the association and help your members realize the potential of their professional growth and enthusiasm in their careers.

Do you accept this high responsibility? **Respond: I do**

PRESIDENT

NAME, you have been elected President of the Name of Association, the highest honor that can be bestowed upon you in this organization. The **PURPLE** ribbon represents royalty. You will lead with dignity and wisdom. You will be considerate and fair always and hold the vision of the association's progress above all personal feelings. You shall preside at all meetings of the association, represent the organization as required, keep your membership informed and encourage their attendance and active participation. You will continue to strive for excellence in yourself as well as in your association.

Do you accept this high responsibility? **Respond: I do**

It's with sincere pleasure, as the your position and name of your association, that I declare each of you duly installed officers of Name of Association and offer you my congratulations and best wishes for a successful term of office.

Congratulations!

Charms Installation Ceremony

I would like to welcome everyone to morning/afternoon/evening's festivities. The Season/Annual Meeting of the Name of Association is always very special. It is the time when we come together to thank the officers who have served the organization successfully in the past year and give them our best wishes as they step back into the ranks of membership. It is a time for the installation of a new group of officers for the ensuing year.

I was honored when Incoming President's Name asked me to install the new officers for Years. It is not only an honor but also a privilege. It is with great pleasure that I present to you the following officers who have been elected to serve the association for the coming year:

President – Name
President elect – Name
Vice President – Name
Secretary – Name
Treasurer – Name

Officers elect – you must realize the honor of leadership that has been bestowed upon you. Leadership is not only an honor, but as you are aware, a responsibility, and the goals and welfare of your association must be of prime importance to you. You are urged to be sensitive to your responsibilities, considerate of each other's opinions and loyal to the Name of Association. The members have shown they have faith and confidence in your ability to lead our organization in the months ahead.

On this beautiful morning/afternoon/evening, I would like you to think of the heavens – the beauty of a crystal clear night and the warmth and light of a beautiful day. As officers, you can be likened to our heavens.

TREASURER

NAME (steps forward), you have been elected Treasurer of the association for the ensuing year.

The Treasurer is responsible for the firmament – the foundation of your organization. This candle with the lock and key charm is a symbol of trust and confidence. (hand candle to her)

As financial officer, it is your duty to **(this section is to be taken from the association's bylaws)** i.e., receive and have custody of all funds, deposit same in the name and to the credit of this association, and to disburse them only upon written order drawn and signed by the President. You are to keep full and accurate accounts of the receipts and disbursements, keeping the records current so that officers and members may, at any time, have an accurate picture of the financial standing. The Treasurer shall give a financial report at each meeting of the association. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

SECRETARY

NAME (steps forward), you have been elected Secretary of this association for the ensuing year.

The secretary is represented by a rainbow reaching from the earth to the heavens and back again. The secretary reaches from the organization to the officers and back again as well. This candle with the **rainbow** charm symbolizes responsibility and reliability. (hand candle to her)

Your duties are to **(this section is to be taken from the association's bylaws)** *i.e., be present at general meetings and at board meetings. You shall keep an accurate record of the proceedings and correspondence of the association as directed by the President. You will be keeping permanent records for all time and submitting copies to the State Historical Society at the end of the fiscal year. Therefore, you must carefully record all matters as required.*

Do you accept these responsibilities? **Respond: I do**

VICE PRESIDENT

NAME (steps forward), you have been elected Vice President of this association for the ensuing year.

As Vice President, you are the shining star sparkling as the representative from our organization contacting our affiliates. This candle with the star charm symbolizes service and devotion. (hand candle to her)

It shall be your duty to **(this section is to be taken from the association's bylaws)** *i.e., be Director of the Meetings Coordinating Committee and liaison between host groups and the Executive Board, and to act as Historian, maintaining the association's scrapbook. In the absence of the President and President elect, you shall be the presiding officer.*

Do you accept these responsibilities? **Respond: I do**

PRESIDENT ELECT

NAME (steps forward), you have been elected President elect of this association for the ensuing year.

As President elect you are represented by the moon. You will reflect the sun's light, preparing and learning from practical experience. This candle with the moon charm is symbolic of your

office because the moon reflects the sun. Next to the President, you are the most important person in this organization. **(this section is to be taken from the association's bylaws)** *i.e., You shall be prepared to perform the duties of the President in the event of the President's absence, and in the event of a vacancy in the office of President, you shall become President and assume the duties and authority of the office for the unexpired term plus one year. You shall also act as Director of the Membership Committee.* By this time next year, you shall be prepared to serve the Association Name as President. These are challenging tasks, but you are a most capable person and will accomplish them very well.

Do you accept these responsibilities? **Respond: I do**

PRESIDENT

NAME (steps forward), you have been elected President of this association for the ensuing year.

Radiating warmth and light, you represent the sun. This candle with the sun charm symbolizes your office because every aspect of the organization revolves around the President as the planets revolve around the sun.

President's Name), you have been elected to the highest honor that can be bestowed upon you in this organization. You are the leader and responsible authority of our organization. You shall preside at all meetings of the Association and Executive Board, represent the organization as required, keep your membership informed and encourage their attendance and active participation. **(This section is to be taken from the association's bylaws)** *i.e., You will appoint committee directors as put forth in the Bylaws, and shall be an ex-officio member of all appointed committees except the Nominating Committee.*

Our members have voiced their faith in you as their leader and will endeavor to assist you when needed.

Do you accept these responsibilities? **Respond: I do**

(Turn to members) Members, you also have a responsibility. You have put your trust in these officers by electing them. In order for our association to radiate and sparkle, you are asked to pledge to wholeheartedly support them through your active attendance, membership and participation.

Do you accept these responsibilities? **Respond: I do**

(Turn to officers) Each of you, as an officer, is a part of the whole. Our sun will shine brightly only if each of you do your part. We want neither clouds nor rain to mar our beautiful heaven. Working together produces power, solves problems, and works miracles.

With sincere pleasure, I declare you duly installed as officers of the Association Name and offer you my congratulations and best wishes for success and fulfillment during the term of office.

Flowers

I am honored and would like to thank *Incoming President's Name*, for inviting me to conduct the installation ceremony of *Name of Association*. It is not only an honor, but also a privilege. It is with great pleasure that I present to you the following officers who are being installed.

As appointees, committee chairmen, and officers-elect, you must realize the highest honor of the association being bestowed upon you. *Acronym of Association*, will benefit as you reflect your growth and knowledge back to each member. This is the key to an effective, stronger association.

COMMITTEE CHAIRMEN

Would the following Committee Chairmen please come forward?

Committee Chairman – *Name of Chairman*

Committee Chairman – *Name of Chairman*

Committee Chairman – *Name of Chairman*

(Continue as needed)

The **pink carnation** symbolizes gratitude. Gratitude is shown to you for encouraging office professionals from across the state, consulting with them and making recommendations to the board. Your duties never go unnoticed or unappreciated. Will you please accept these pink carnations as a symbol of your dedication to this association? **Respond: I do**

MEMBERS-AT-LARGE

Would the Members-At-Large come forward?

The Flower of the Members-At-Large is the **yellow daffodil**. The yellow daffodil is symbolic of your office because it stands for energy, stimulation, and challenge in the execution of your responsibilities to share ideas, guidance, and expertise with the executive board. Your duties will be assigned according to the needs of the committees. Will you please accept these yellow daffodils as a symbol of your dedication to this association? **Respond: I do**

EXECUTIVE BOARD

Would the following members of the executive board please come forward?

Treasurer – _____

Recording Secretary – _____

Corresponding Secretary – _____

Vice President – _____

President – _____

TREASURER

Treasurer's Name, the flower of the Treasurer is the **Stargazer Lily**. It symbolizes trust, confidence, and ambition – the type of ambition you have shown through your years promoting Acronym of Association, as well as your willingness to step forward to assist the executive board in time of need. As treasurer, you shall *i.e., receive and have custody of all funds of the association and deposit the same in the name of, and to the credit of your association.* Will you please accept this lily as the symbol of your office? **Respond: I do**

SECRETARY

Names of Recording and Corresponding Secretaries, the flower of the secretary, the **Day Lily**, symbolizes enthusiasm and reliability. As secretaries you shall continue to be enthusiastic in *i.e., keeping an accurate record of all proceedings of the association, conducting all correspondence, transmitting necessary notices to the members, and performing other such duties as are usually performed by such an officer.* Will you please accept this day lily as the symbol of your office? **Respond: I do**

VICE PRESIDENT

Name of Vice President, the **yellow rose** is a symbol of friendship. As Vice President, you shall *i.e., continue to be a close friend with and supporter of the President. You will work closely with her and help her as much as possible. Also in the absence of President, you will serve as President.* Will you please accept the symbol of your office? **Respond: I do**

PRESIDENT

Name of President, the **red rose** of the President symbolizes courage. Red, the strongest color of all hues, denotes strength in leadership. Both courage and strength will be needed for you to have the determination to succeed. As President of this association, you will work with a sincere desire to make your term of office successful. *i.e., You will be the chief executive officer and preside at all meetings of the Executive Board as well as meetings of the general membership. You will perform all duties usually associated with the office of the President and will share your compassion for the association with office professionals from across (Name of State or City) whenever possible.* Will you please accept the red rose of courage, strength, and determination which symbolizes your office? **Respond: I do**

Will each of you repeat after me: “I solemnly promise that I will, to the best of my ability, faithfully perform all the duties belonging to the office for which I have been elected.”

It is with sincere pleasure, by my authority as installing office, I now declare you to be duly installed officers of the Name of Association for the Years of term term of office. I offer you my

congratulations and best wishes for success and fulfillment during your term of office. Please be seated.

Hearts

The Season/Annual Meeting of Name of Association is very special. It is the time when we come together to thank the officers who have served the organization successfully in the past year and give them our best wishes as they step back into the ranks of membership. It is also time for the installation of a new group of officers.

I was honored when my dear friend, Incoming President's Name, asked me to install the new officers. It is not only an honor but also a privilege. It is with great pleasure that I present to you the following officers who have been elected to serve the association for the coming year:

President – _____
President elect – _____
Secretary – _____
Treasurer – _____
Immediate Past President – _____

Officers elect – you must realize the honor of leadership that has been bestowed upon you. Leadership is not only an honor, but as you are aware, a responsibility, and the goals and welfare of your association must be of prime importance to you. You are urged to be sensitive to your responsibilities, considerate of each other's opinions and loyal to the Association Name. The members have shown that they have faith and confidence in your ability to lead your organization in the months ahead.

On this beautiful morning/afternoon/evening, I would like you to prepare to follow President President's Name as you incorporate theme!

As has become a custom for me as I conduct installation ceremonies, I use tatted hearts custom made for each officer. These hearts represent the officers and the association members. The lace represents the office professionals and all of their contributions to the association while the beads represent the officers. The officers are held in place by the members. None of the parts of the piece/association could be held together without the threads/members supporting them. Yet together they all form a heart, which is what each one of you puts toward everything you do. As officers and members, incorporate theme to serve your members and association.

IMMEDIATE PAST PRESIDENT

NAME (steps forward), you have served Name of Association well as President for the past year and it is time for you to serve as Immediate Past President of the association for the ensuing year.

NAME, your heart with the Indigo beads is a symbol of your past and present commitment to Name of Association where you used your intuition and deep contemplation to move the association forward. You have worked hard this past year and will be slowly fading back into the ranks of membership. (hand indigo heart to her)

As Immediate Past President, it is your duty to be a valuable resource to your incoming president sharing your experience, advice, and wisdom. You shall ***(this section is to be taken from the association's bylaws)*** *i.e., serve as the historian and keep a permanent record of the Association activities.*

Do you accept these responsibilities? **Respond: I do**

TREASURER

NAME (steps forward), you have been elected Treasurer of the association for the ensuing year.

The Treasurer is responsible for the firmament – the foundation of your organization. Your heart with the green beads is a symbol of wellbeing. (*hand green heart to her*)

As financial officer, ***(this section is to be taken from the association's bylaws)*** *i.e., it is your duty to keep an accurate record of the funds. You shall submit a proposed budget for the current fiscal year for discussion and approval at the August business meeting. You shall submit monthly financial reports and upon approval the treasurer's report will be distributed to all members with the agenda and minutes of the previous meeting. The records of treasurer shall be open to the auditing committee at the close of the fiscal year.* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept these responsibilities? **Respond: I do**

SECRETARY

NAME (steps forward), you have been elected Secretary of this association for the ensuing year.

The secretary is responsible for communication. Your heart with clear beads symbolizes purity. (*hand clear heart to her*)

Your duties are to ***(this section is to be taken from the association's bylaws)*** *i.e., keep an accurate record of the proceedings of the Association and the Board of Directors. A copy of the association minutes shall be distributed to all members with the agenda and Treasurer's report. You shall keep a roster of the members and you shall send cards and/or flowers to association members on appropriate occasions. These transactions shall be reported at the Association meeting. You shall also be an ex officio member of the Scholarship Committee.*

Do you accept these responsibilities? **Respond: I do**

PRESIDENT ELECT

NAME (*steps forward*), you have been elected President elect of this association for the ensuing year.

As President elect, you will begin preparing and learning from practical experience. Your heart with orange beads symbolizes vitality with endurance. (*hand orange heart to her*)

Next to the President, you are the most important person in this association. (***this section is to be taken from the association's bylaws***) *i.e., You shall succeed the President at the conclusion of the President's term of office. If the office of President becomes vacant before the term is over, you shall complete the President's term, after which you shall be eligible to serve a full term as President. In the absence of the President, you shall preside. You shall be an ex officio member of the Mentor Committee.* These are challenging tasks, but you are a most capable person and will accomplish them very well.

Do you accept these responsibilities? **Respond: I do**

PRESIDENT

NAME (*steps forward*), you have been elected President of this association for the ensuing year.

You are to serve as the leader. The heart with purple beads symbolizes your office because purple is a royal color standing for leadership and administration. (*hand purple heart to her*)

NAME, you have been elected to the highest honor that can be bestowed upon you in this association. You are the leader and the responsible authority of this association. (***this section is to be taken from the association's bylaws***) *i.e., You shall preside at all meetings of the Association and the Executive Committee, shall appoint annually, with the approval of the Executive Committee, all standing committees; shall appoint, from time to time, such special committees as may seem necessary. You shall chair the Publicity Committee and be an ex officio member of all Committees except the Nominating Committee.*

Your members have voiced their faith in you as their leader and will endeavor to assist you when needed.

Do you accept these responsibilities? **Respond: I do**

MEMBERS

(*Turn to members*) Members, you also have a responsibility. You have put your trust in these officers by electing them. In order for Association Name and incorporate theme, you are asked to pledge to wholeheartedly support them through your active attendance, membership and participation.

Do you accept these responsibilities? **Respond: I do**

OFFICERS

(Turn to officers) Each of you, as an officer, is a part of the whole. Name of Association and theme if each of you do your part. Working together you can attain and gain the momentum needed to send Name of Association to new heights!

With sincere pleasure, I declare you duly installed as officers of the Name of Association and offer you my congratulations and best wishes for success and fulfillment during the term of office.

Now, I would like to introduce Outgoing President's Name for the passing of the gavel and her final message.

Past president makes remarks . . .

And now, our newly installed President Incoming President's Name will come forward and give us her message.

President makes remarks . . .

Any special gifts can be announced at this time (it may be customary in a state installation for the incoming president's local to present a gift or a supervisor or co-workers may want to make presentations).

If there is to be a reception . . .

And, finally, reception hostess/s would like to invite you all to join us in celebrating with a reception for Incoming President's name.

Insert appropriate farewell.

Rainbow

It is an honor and privilege for me to have been asked to be the installing officer for the Years Board of Directors for the Name of Association you're performing the installation for. During the past year your theme was last year's theme and it has brought you to this morning/afternoon/evening where you are looking toward another great year as you pursue the theme, upcoming year's theme.

The analogy for the installation this morning/afternoon/evening will be the symbol of the "Rainbow." You will recall the first mention of the rainbow was in the Bible after the earth was destroyed by water and thus became a symbol of promise and a token covenant between God and man.

Rainbow is defined as an optical and meteorological phenomenon caused by the reflection of light in water droplets in the Earth's atmosphere. How fitting to compare this great association to the "rainbow" because over the years you have proven to be a phenomenon to the educational community and your reflection has spread to all aspects of the public schools, community colleges, and institutions of higher learning and other educational associations in state. You are out of the ordinary in your generous contributions for scholarships that have helped countless numbers of students pursue their dream as they have begun their search of their career rainbow. You have been at the very heart of many a student's success as somewhere over the rainbow their dreams have come true. You have devoted yourselves as well to service in many aspects of the educational community and in the communities in which your local association are located.

This morning/afternoon/evening, Incoming President's Name, will begin her year by dedicating herself to a very promising tomorrow. She realized long ago that she already found her "pot of gold" at the end of the rainbow when she became active in this, her professional association. You will not talk with Incoming President's name long until she will tell you how much this association means to her and how it has assisted her in bringing her to this moment of her journey as President of Name of Association. Alter the above and/or add information about the president's history in the association such as positions she has held and accomplishments.

I will now ask that you join me for the installation of the Years Officers of the Name of Association as we use the colors in the great spectrum of the rainbow to enhance each office.

IMMEDIATE PAST PRESIDENT

NAME, your color is orange, a warm color that symbolizes the WISDOM you have gained as you have served in the various positions in the association and especially last year as President.

During last year's dates under your leadership, the association had a great year. You served the association well and this morning/afternoon/evening and throughout this conference the membership has reaped the rewards of your dedication, hard work, and love for this association.

This year you will be a valuable resource to your incoming president and board as you continue to dedicate yourself to a promising future for Name of Association. (***Add any appropriate duties to this section from the association's bylaws.***)

Do you pledge to be available to offer support and advice to President Incoming President's Name and the Board? **Respond: I do**

PRESIDENT

NAME, Red will be your color in the rainbow. Red is the predominant color and representative of the energy, enthusiasm, duty, consistence, devotion, and sincerity your position will be responsible for this year as you lead this association.

As President you have been chosen to the highest office of this association. Only those who have stood in your place can fully appreciate the privilege that is yours. It will be your responsibility to lead this association during the coming year as you promote your theme President's theme as they look for promising rainbows and to show your love for the association by hard work and dedication. As you look at the colors of the rainbow may they remind you of the perspective of this association and the encouragement you will be called upon to give. As there are many colors in the rainbow, you will have many duties under that phrase "and may perform any other duties that become necessary." (***Add any appropriate duties to this section from the association's bylaws.***)

Do you pledge to continue to paint beautiful rainbows for this association and strive to reach the pot of gold at the end of the journey? **Respond: I do**

PRESIDENT ELECT

NAME, your rainbow color will be BLUE, symbolizing peace and the understanding assistance you will be asked to give the president and members this year.

This year you will follow closely behind President Incoming President's Name. There will be times when it will be necessary for you to help charter the course and make decisions that will be best for the association. This will be a year of learning and planning for next year. (***Add any appropriate duties to this section from the association's bylaws.***)

Do you promise to give your best to this association as you dedicate yourself to a promising tomorrow for Acronym of Association? **Respond: I do**

VICE PRESIDENT

NAME, your color in the Acronym of Association rainbow will be GREEN as it will be your duty to provide harmony and balance to the membership as you work with and promote new memberships.

Your primary responsibility will be to *(add any appropriate duties to this section from the association's bylaws.)*

Do you promise to give your best to this association as you dedicate yourself to a promising tomorrow for this association? **Respond: I do**

SECRETARY

NAME, we have chosen the color YELLOW as your color in the rainbow as you provide clarity of thoughts and accuracy in recording the happenings of the association while maintaining a cheerful attitude. It will be your duty to keep an accurate account of the proceedings of meetings of the association and the board of directors. You must be conscientious and faithful to your duties. *(Add any appropriate duties to this section from the association's bylaws.)*

Do you promise to give your best to this association as you dedicate yourself to a promising tomorrow for this association? **Respond: I do**

DISTRICT PRESIDENTS

District Presidents, I will be using the color PURPLE which symbolizes courage, boldness, truth, and dedication as you represent the members of your respective districts. Your color will be one of the driving forces in Acronym of Association as you coordinate responsibilities at the local, district, and state levels.

You have been elected by your districts to represent them on the Acronym of Association Board of Directors during the Years. Each of you are unique in your own special way and bring a unique strength and skills to the Board. You will attend all meetings of the association and board of directors, and make sure your district committees meet the state guidelines as specified in the *(insert name of appropriate guiding document/s)* and preside over meetings of your district association. On your journey you will represent a different section of the state and your journey will be one of encouraging your members to become involved as they pursue the theme of President's theme. *(Alter the above information and/or add any appropriate duties to this section from the association's bylaws.)*

Do you promise to give your best to this association as you dedicate yourself to a promising tomorrow for Acronym of Association structure? **Respond: I do**

Because you have promised the membership to serve in your elected position to the best of your ability, I now declare you duly installed as the officers of the Name of Association for Years.

Would all members of Acronym of Association please stand.

Members, you see before you those you have chosen to lead this association during the upcoming year. If you will pledge your support and loyalty for the year ahead, would you please respond by saying “I will.” Thank you. You may be seated.

And now to the incoming board of directors – I wish for each of you a successful year as you pursue this year’s theme President’s theme. May you always be mindful of your governing documents.

Let us pray: May your great love guide this association during the upcoming year and your protection be upon each officer and member of this association. AMEN

Shoes

Our purpose today is to install the leaders of Name of Association you're performing the installation for for the next year. Incoming President President's Name has chosen as her theme President's theme as her theme.

A leader is a guiding head of a group; s/he is a person who has followers. Leaders have two important characteristics:

First – they are going somewhere

Second – they are able to persuade other people to go with them.

The effective leader is one who can cause a group of persons to voluntarily contribute their efforts toward a common goal. The leader is loyal to his/her membership and is concerned for their welfare as educational office professionals and as persons. Unless someone cares, s/he is not leading. The leader has faith in people. S/he believes in each person, trusts each of them in their ability to perform a good job and draws out the best in them. A leader encourages each person to believe they are big enough to master any problem. Webster defines encouragement as: give support to; giving confidence to; helping someone. But the leader cannot alone do all the encouragement. Wilbur Peterson says: “We give of ourselves when we give the gift of words: Encouragement, Inspiration, Guidance.”

We, as members, must encourage those “timid” persons in our group and draw out their potential in order that we might have a continuing, ongoing organization. There is magic in a smile and in encouragement; it adds “warm fuzzies” to your basket of life and all who receive those “warm fuzzies” are better persons because of them.

Encouragement causes people to believe in themselves and you must believe in yourself in order to achieve. It's just like the little train who kept saying “I think I can, I think I can, I think I can,” and he could! The most tragic attitude is, “It doesn't matter!” Mark Twain said, “I can live for two months on a good compliment.” So encouragement equals accomplishment.

Who among us doesn't work harder when we know we are appreciated? Voltaire says, “Appreciation is a wonderful thing: it makes what is excellent in others belong to us as well.” So we all benefit from the working together. Each person has a talent which can be used by our association to accomplish its goals. Someone once said, “I wondered why somebody didn't do something: then I realized that I was somebody.” Will Rogers said, “Even if you're on the right track, you'll get run over if you just sit there!”

Webster says: Accomplishment is achievement; something successfully done. May your association accomplish many things during this term of office because each of you encourages others to join in your goals.

For today's theme I've chosen Shoes. I know incoming president (*name of incoming president*) has a love for shoes. It is said that “shoes” are hard to fill. Well, they are also hard to find!

IMMEDIATE PAST PRESIDENT

NAME (*steps forward*), you join an elite group of Past Presidents. You have fulfilled well the “shoes” of the president – so your shoe is an old antique (*hand antique to her*)

As you leave the office aspire to share your wisdom, be an inspiration to others, encourage others, and be a source of strength and courage. You have accomplished much during your term of office and your members all applaud you for a job well done! God bless you as you go forward accepting future challenges which come your way.

You shall, (***this section is to be taken from the association’s bylaws***) *i.e., it is your duty to serve as field service director, etc..* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept this office?

Respond: I do

TREASURER

NAME (*steps forward*), you have been elected Treasurer of this association.

Your shoe is a bank. (*hand bank to her*)

You shall, (***this section is to be taken from the association’s bylaws***) *i.e., it is your duty to keep an accurate record of the funds. You shall submit a proposed budget for the current fiscal year for discussion and approval at the August business meeting. You shall submit monthly financial reports and upon approval the treasurer’s report will be distributed to all members with the agenda and minutes of the previous meeting. The records of treasurer shall be open to the auditing committee at the close of the fiscal year.* You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept the office to which you have been elected?

Respond: I do

SECRETARY

NAME (*steps forward*), you have been elected Secretary of this association.

You will be doing a lot of writing so your shoe is this letter paper. (*hand paper to her*)

You shall (***this section is to be taken from the association’s bylaws***) *i.e., keep an accurate record of the proceedings of the Association and the Board of Directors. A copy of the association minutes shall be distributed to all members with the agenda and Treasurer’s report. You shall keep a roster of the members and you shall send cards and/or flowers to association members on appropriate occasions. These transactions shall be reported at the Association*

meeting. You shall also be an ex officio member of the Scholarship Committee. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept the office to which you have been elected? **Respond: I do**

VICE PRESIDENT

NAME (steps forward), you have been elected Vice president of this association.

Your shoe is one which moves rapidly – it is a roller skate. (hand roller skate to her)

You shall **(this section is to be taken from the association’s bylaws)** i.e., keep an accurate record of the proceedings of the Association and the Board of Directors. A copy of the association minutes shall be distributed to all members with the agenda and Treasurer’s report. You shall keep a roster of the members and you shall send cards and/or flowers to association members on appropriate occasions. These transactions shall be reported at the Association meeting. You shall also be an ex officio member of the Scholarship Committee. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you accept the office to which you have been elected? **Respond: I do**

PRESIDENT ELECT

NAME (steps forward), you have been elected President elect of this association.

This will be a learning time for you. Keep an open mind – observing, analyzing, and considering decisions made by the association. Your shoe is a track shoe for you will be following the President (hand track shoe to her)

Next to the President, you are the most important person in this association. **(this section is to be taken from the association’s bylaws)** i.e., You shall succeed the President at the conclusion of the President’s term of office. If the office of President becomes vacant before the term is over, you shall complete the President’s term, after which you shall be eligible to serve a full term as President. In the absence of the President, you shall preside. You shall be an ex officio member of the Mentor Committee. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws. These are challenging tasks, but you are a most capable person and will accomplish them very well.

Do you accept the office to which you have been elected? **Respond: I do**

PRESIDENT

NAME (*steps forward*), your association has bestowed upon you the highest honor it has to offer – the role of leadership. You have been chosen as President of this association. But with this honor also comes responsibility. Your primary challenge is to discharge your duties and responsibilities in such an efficient and effective manner that others accept your leadership and want to work with you. Your shoe is made of pewter – a precious metal. (*hand pewter shoe to her*)

NAME, you shall. (*this section is to be taken from the association's bylaws*) i.e., You shall preside at all meetings of the Association and the Executive Committee, shall appoint annually, with the approval of the Executive Committee, all standing committees; shall appoint, from time to time, such special committees as may seem necessary. You shall chair the Publicity Committee and be an ex officio member of all Committees except the Nominating Committee. You are asked to pledge yourself to the successful fulfillment of your duties and responsibilities as described in the constitution and bylaws.

Do you promise to serve as President of (*name of association*), to inspire and encourage its members to become involved in order that you, together with them, may successfully accomplish the purposes of the association?

Do you accept the office to which you have been elected? **Respond: I do**

MEMBERS

(*Turn to members*) Members, please stand. I now challenge you, the members of this association, to follow and assist these leaders you have chosen to serve as your officers. Encourage them. Help them. Emerson says, "No one can cheat you out of ultimate success but yourself." Only when all of us, leaders and members, work together can great things be accomplished.

Are you willing to accept this challenge? If so, answer, WE DO.

As the installing officer, I hereby declare each of you duly installed as officer of the (*name of association*) for the (*year to year*) term of office.

Symphony

It is an honor and privilege for me to have been asked to be the installing officer for the Years Board of Directors for the Name of Association you're performing the installation for. Incoming President President's Name has chosen President's theme as her theme.

The word “symphony” is derived from the Greek and means “sounding together.” A symphony is composed of many members, each being talented to play a particular instrument, who come together to make beautiful music. Music is an art for in which the medium is sound organized in time and requires diligent practice in order to master the skill.

This year, each member of the Acronym of Association board will bring a different pitch or tone to the Acronym of Association Symphony. No one tone will be more important than the other. When we work together we can accomplish beautiful music that will enhance the association.

There is an old Chinese proverb that says, “The journey of a thousand miles begins with just one step.” The officers being installed this morning/afternoon/evening took that first step when they joined their professional association which led to this new phase of leadership. The leadership of an organization is but the visible, outward manifestation of the strength and character of the organization. Your leadership represents the values and ethics of this association and they will succeed only with your support and encouragement. To accomplish great things, your leadership must not only act but also dream, not only plan but also believe. Success is not measured by whether you win or fail, but that you feel better about yourself for the simple reason that you tried.

IMMEDIATE PAST PRESIDENT

NAME, during this past year, you conducted the Acronym of Association Symphony to the tune of last year's theme and your year has set the tone for the President's theme.

This year you will be a valuable resource to your incoming president and board as you continue to dedicate yourself to a promising future for Name of Association. (***Add any appropriate duties to this section from the association's bylaws.***)

Will you promise to continue to serve this association to the best of your ability?

Respond: I do

PRESIDENT

NAME, You have been elected to the highest office this association can bestow. Only those who have stood in your place can fully appreciate the privilege that is yours. You have served this association as highlight President's past service and now will be the conductor of the Acronym of Association Symphony. You will preside at all meetings of the association and the Board of Directors, (***add any appropriate duties to this section from the association's bylaws.***) As

conductor you must recognize the individual talents of each member and carry out the duties of your office with patience, courage, and optimism.

Will you promise the membership that you will serve them in every way possible to the best of your ability, that you will lead them in growth, service, and fellowship, and that you will be true to the principles and ideals of the association? **Respond: I do**

PRESIDENT ELECT

NAME, as you take your place in the *Acronym of Association* Symphony, in the first seat, it will be your duty to perform all duties as assigned by the president/conductor, attend all meetings of the Board of Directors *and district meeting if applicable* as assigned by the president.

As you keep your eyes on the conductor, you will begin the process of creating your own music for *insert following years*. (***Add any appropriate duties to this section from the association's bylaws.***) Your music will be "prepare, prepare, prepare."

Do you promise that you will fulfill the office to which you have been elected to the best of your ability, and that you will be true to the principles and ideals of the association?

Respond: I do

VICE PRESIDENT

NAME, your place in *Acronym of Association* Symphony is next to the president elect. It will be your responsibility to promote membership in the *Acronym of Association* Symphony, and assist the President in any way possible. (***Add any appropriate duties to this section from the association's bylaws.***) As you attend meetings promoting the association your music will be, "join, join, join."

Do you promise that you will fulfill the office to which you have been elected to the best of your ability and that you will be true to the principles and ideals of the association?

Respond: I do

SECRETARY

NAME, Your place in the *Acronym of Association* Symphony will be close to the Parliamentarian. It will be your responsibility to keep the official minutes of the meetings of the association and the Board of Directors. (***Add any appropriate duties to this section from the association's bylaws.***) Your music will be, "listen, research and record."

Do you promise that you will fulfill the office to which you have been elected to the best of your ability and that you will be true to the principles and ideals of the association?

Respond: I do

DISTRICT PRESIDENTS

District Presidents, You have been elected by your membership to represent your district in the Acronym of Association Symphony. Each of you will play a different instrument that will be a vital part of the symphony of professionals. You will attend all meetings of the association and Board of Directors, make sure your district committees meet the state guidelines as specified in the name of appropriate guiding document/s and preside over meetings of your district association. As each of you represent a different area of the state, you will be called upon to perform different functions. *(Add any appropriate duties to this section from the association's bylaws.)*

Do you promise to fulfill your duties to the best of your ability and to remain true to the principals and ideals of the association? **Respond: I do**

Because you have promised the membership to serve in your elected positions to the best of your ability, I now declare you duly installed as the officer of the Association Name for Years.

Would all members of the Acronym of Association please stand.

Members of the Acronym of Association Symphony of Professionalism, you see before you those you have chosen to lead this association during the upcoming year. If you will pledge your support and loyalty for the year ahead and take your place in the incorporate theme, would you please respond by saying "I will." Thank you. You may be seated.

ACKNOWLEDGEMENTS

Special thanks to NAEOP Past Presidents for willingly sharing actual installation ceremonies they have conducted.

Angels – Author, Lola Young, CEOE, 2012-13 NAEOP President

Building Blocks – Author, Charlie Mae Holland-Mace, 1991-92 NAEOP President

Candles/Colors – Author, Cathy Eberle; 2013-14 NAEOP President

Charms – Author, Lola Young, CEOE, 2012-13 NAEOP President

Flowers – Author, Elizabeth “Betty” Napolitano, CEOE, 2014-15 NAEOP President

Hearts – Author, Lola Young, CEOE; 2012-13 NAEOP President

Rainbow – Author, Charlie Mae Holland-Mace, 1991-92 NAEOP President

Shoes – Author Ardis Morton, 1987-88 NAEOP President

Symphony – Author, Charlie Mae Holland-Mace, 1991-92 NAEOP President