

Installation- Pen Ceremony

Materials needed: as many pens as there are officers, the fancier the better.

INSTALLING OFFICER SCRIPT:

One of the privileges of being a member of NAIW is when a fellow member asks you to be the installing officer for her association. This is always an exciting event. A time for new beginnings and increased enthusiasm.

I ask that the outgoing officers and board of directors please rise and be recognized.

On behalf of your association and guests here tonight, thank you for serving your association this past year. We are grateful for the time and commitment you have given. As installing officer, I now declare that you are retired from office.

Members and guests, please join me in thanking these individuals. (applause)

The incoming President of the Insurance Professionals of _____ has chosen a pen installation ceremony.

Aware of it or not, each of us writes a page for others to see. Some people write pages of love, understanding and cheerfulness while others write pages that are filled with hate, intolerance and bitterness. Our actions, words and deeds become our compositions.

Officers of an organization are no different. Together they write an entire chapter in their association's history. To ensure that the pages written are positive, the officers must strive to complete their various obligations promptly and effectively. A successful association is comprised of dedicated leaders.

Tonight, the officers of The Insurance Professionals of _____ will be given a pen as they are installed. These pens can contribute to the writing of this association's next chapter when the officers use them to fulfill the duties and

tasks of their respective positions. Will the newly elected officers please come forward.

(Give pen to the Directors) _____ and _____

As director, your pen will be one of assistance. Although your duties are not specific in nature, your role is very important. The director will step in where she is needed as directed by the president. This position can be a beginning step in a path of leadership or it can be a way for an existing leader to stay involved with the pulse of the association. Congratulations, and may your mark always be supportive.

(Give pen to the Treasurer) _____

As treasurer, your pen will be signing checks, balancing the checkbook and making out treasurer's reports. Some of your other duties include collecting dues and paying bills. The page that you write is in the world of money management. It is a page that will keep members informed as to this association's financial status. Congratulations, and may your mark always be in the black.

(Give pen to the Secretary) _____

As secretary, your pen will be taking the minutes of the general and board meetings. Your minutes are the records of the association and you are the keeper of the records. The page that you write is the history of the association. It is a page that will remind members of their association's votes and decisions. Congratulations, and may your mark always be precise.

(Give pen to the Vice President) _____

As vice-president, your pen will be keeping a list of ideas for future association projects and writing words of encouragement to fellow association members. Your duties include creating the monthly program for the association including arranging for speakers, working with the facility in which our meeting will be held and keeping track of membership attendance. You are the right arm of the President. Your duty is to assist her and she will depend on you and listen to your recommendations. You should be ready to perform her duties when necessary. Congratulations, and may your mark always be enthusiastic.

(Give pen to the President) _____

As president, your pen will be writing agendas, following up on details, making lists, and appointing committees. At times, your pen may never cease to write as

you fulfill your many obligations. You must be tactful, courteous, conscientious and always be loyal to your office and membership. The page that you write will inspire members to reach beyond their past to a new future. Congratulations, and may your mark always be one of encouragement.

Oath of Office

Will you all please raise your right hand....

The Insurance Professionals of _____ through a democratic election by the members have chosen you to be their Officers and Directors for the 2002-2003 term. Knowing full well that the burden of leadership rests upon you, do you accept this responsibility?

Do you pledge your wholehearted support and loyalty to the ideals upon which this association was founded?

Do you promise to execute to the best of your ability the duties that are yours during the term of your office?

I hereby declare each of you duly installed in the office to which you were elected.

Ladies and Gentlemen (to the membership)

Although the officers have been given pens, they do not write the association's next chapter alone. Everyone within an organization contributes to the writing process, page by page, year by year. Members, work with your officers and support them, so that the chapter composed during this next administration is the best chapter your association has ever written!

Please help me extend congratulations and welcome to the 200_-200_ Officers of the Insurance Professionals of _____ (applause)