

# Installation of Officers

Ina Linville, assistant director

Missouri 4-H Center for Youth Development

## OFFICER INSTALLATION



Installation of officers and initiation of new members (LG 801, *Initiation of Members*) are special occasions for many clubs. Your club can use these suggested formats for officer installation or create your own.

### Building Blocks officer installation ceremony

One gift most young children receive early in life is a set of blocks. Blocks fuel the imagination and children can spend hours building houses, skyscrapers and cities with them. Children quickly learn that all blocks in their created structures are essential. If one block is removed, the building can come tumbling down. Likewise, every member in a club is vital to the well-being of an

organization. If one member doesn't participate, a group is weakened.

Officers are a significant part of the framework in a club. Just as the blocks at the bottom of a structure support an entire building, an organization's officers support their club when they provide competent leadership. When officers perform their specific tasks, the club structure remains strong.

Today, the officers of the \_\_\_\_\_ (name of club) will be installed using a theme of blocks. The blocks given to each officer are symbolic reminders that they are now an integral part of the club's framework. The successful completion of their duties will help keep their club intact. Will the newly elected officers, please come forward?

*Have the officers line up in order, with the treasurer first.*

### Treasurer

(name of treasurer), as treasurer, you are the cornerstone of this club. As the cornerstone is the basic element of a structure, you are a necessary element of our club. Your duties include collecting and depositing money, paying club bills as directed by the executive board and giving a monthly financial statement to our club. Do you promise to fulfill the many duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*



## Reporter

\_\_\_\_\_  
(name of reporter), as reporter, you are the arch of this club. As the arch is a graceful span of an opening in a structure, you, through your writing, represent our club in a graceful manner. Your duties include writing articles about our club for the local newspaper and sending copy to the local radio station. You are responsible for completing the **4-H Club Meeting Report** after each 4-H meeting for the University of Missouri Extension center. Do you promise to fulfill the many duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*

## Historian

\_\_\_\_\_  
(name of historian), as historian, you are the foundation of this club. As the foundation supports a building, you will tell the story of our club through the historical scrapbook or record. Our club will continue to build upon this historical foundation. Do you promise to fulfill the duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*

## Secretary

\_\_\_\_\_  
(name of secretary), as secretary, you are a buttress of this club. As the buttress supports and gives stability to a building, you support our club with accurate records. Your duties include listening attentively at all times, writing up the minutes of each meeting and working with the historian to record the history of the club. You will also be responsible for writing letters and taking care of all club correspondence. Do you promise to fulfill the many duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*

## Vice President

\_\_\_\_\_  
(name of vice president), as vice president, you are the pillar of this club. As a pillar provides firm upright support for a superstructure, you provide strength to this club. Your duties include chairing the membership committee, keeping all club members informed of club business, learning about club policies and procedures and working closely with our president. Do you promise to fulfill the many duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*

## President

\_\_\_\_\_  
(name of president), as president, you are the facade of this club. As the front of a building, or facade, is given special architectural treatment, you take on a special dignity representing our club. Your duties include presiding at all meetings, appointing committees and chairs, following up on all club matters and representing our organization at all times. Do you promise to fulfill the many duties of your new office?

*Officer answers, "I do."*

You have publicly declared that you will help to keep our club's framework intact. May this block be your constant reminder.

*Give the block to the officer.*

## Members

Members, you are the rest of the elements in this club's structure. Each one of you has different skills and talents that are needed by this organization. Use your many abilities and support our officers. When

you work together, you can build a strong club from top to bottom and accomplish great things. Keep our club's framework solid.



## Rainbow officer installation ceremony

A rainbow is made of seven different colors — red, orange, yellow, green, blue, indigo and violet. Each of these colors is exquisite. However, when they all come together to form a rainbow, they become unequaled in beauty. Likewise, clubs consist of many types of people. Each person is unique, and when joining a club, a new member becomes a part of a colorful group unequaled in strength.

Although there are only seven colors in the spectrum, there are over two million tints and shades of these basic colors. The tints and shades of the colors can be compared to the many talents and skills that individual members bring to a club. Some members have creative abilities, some have organizational skills, and some have leadership qualities.

Today, the officers of the \_\_\_\_\_  
(name of club) will be installed using the colors of the rainbow. Just as each color of the spectrum is distinctive, each office of this club has specific tasks. When officers successfully perform their duties, they help keep their club running smoothly. Will the newly elected officers please come forward?

*Have the officers line up with the treasurer first.*

### **Treasurer**

*Give the treasurer his or her gift.*

The color red symbolizes the treasurer. Red represents energy, vitality, and perseverance. It is also known as a sacrificial color, indicating one's willingness to give of oneself.

As treasurer, your duties include collecting all dues and monies, paying all approved bills, and keeping accurate financial records. You will be giving of yourself in many ways to this club as you handle its financial responsibilities. May the red color of your ribbon give you the energy, vitality and perseverance needed to fulfill these obligations.

### **Reporter**

*Give the reporter his or her gift.*

The color yellow symbolizes the reporter. Considered to be a bright and optimistic color, yellow stands for thought and mental concentration.

As reporter, your duties include writing articles about the club for the local newspaper and sending copy to the local radio station. You are responsible for completing the **4-H Club Meeting Report** after each 4-H meeting for the University of Missouri Extension center. May the yellow color of your ribbon give you the mental concentration and optimism needed to fulfill your commitment.

### **Historian**

*Give the secretary his or her gift.*

The color orange symbolizes the historian. Orange stands for thoughtfulness and consideration.

As historian, your duties include preserving the history of the club through a scrapbook or record. Take time to collect stories, newspaper clippings and pictures that will tell our club's story. May the orange color of your ribbon always remind you to be thoughtful and considerate.

### **Secretary**

*Give the secretary his or her gift.*

The color green symbolizes the secretary. Green is the color for growth and life.

As secretary, your duties include keeping an accurate record of our club's growth by listening closely, recording the business of the club and the attendance of its members. You are a vital link to others in our club through letters and club correspondence. May the green color of your ribbon remind you of the vitality needed to fulfill your commitment.

### **Vice President**

*Give the vice president his or her gift.*

The color blue symbolizes the vice president. Blue represents healing love, faith, loyalty, and inspiration. Blue is a calming color.

As vice president you are in training for the office of president. Your faith and loyalty are important to this club's members, and especially to the president who will rely on you for help. As chair of the membership committee, you will inspire members, old and new, to become active in our club. As a source of healing love, you must strive to keep members in harmony about projects and goals. May the blue color of your ribbon give you the inspiration needed to face the challenges of this office.

### **President**

*Give the president his or her gift.*

The color purple symbolizes the president. Purple represents leadership, greatness and unselfish efforts. A regal color, purple is associated with royalty or persons of high rank.

As president, you will be treated royally, for you have been elected to the highest office in our club. Being president is an honor and a privilege, but, with this esteemed office, come many responsibilities. Duties of the office include presiding at all meetings, dealing with internal club matters and handling any club crisis. As president, you are also this club's representative to the community.

May the purple color of your ribbon remind you to give unselfishly of yourself as you lead our club.

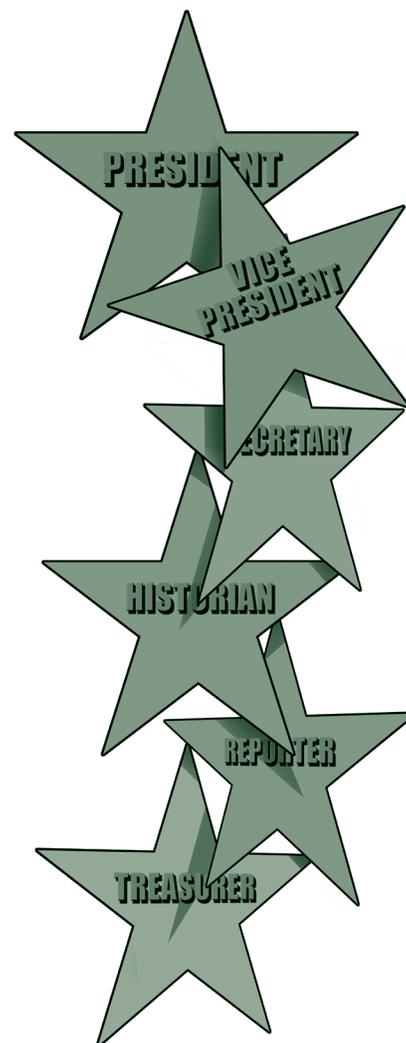
### **Members**

During this ceremony, each officer has been installed with a different color. Alone, each color is striking, but when the colors come together, a larger more beautiful entity occurs.

*Pull all the streamers together.*

A rainbow is created. Each color is needed to make this rainbow, just as each officer is necessary to make this club run properly.

Members, you are also a part of the rainbow. You are the tints and shades of these basic colors. You bring various talents and skills to this club. Work with our officers, and together you can make this club a beautiful one.



## **Puzzle Pieces officer installation ceremony**

Puzzles are a part of our daily lives. There are crossword puzzles, number puzzles and jigsaw puzzles. Children learn to work puzzles at an early age, and this process of figuring out how everything fits together continues through adulthood.

The unique thing about puzzles is that until the last word, number or piece is put into place, the puzzle is incomplete. Every word, number or piece is needed. Likewise, every member of this organization is essential. If one person fails to attend a meeting or function, a piece of this club is missing, making it incomplete.

Today, the officers of the \_\_\_\_\_ (name of club) will be installed using pieces of a jigsaw puzzle. Each officer has different duties to perform, just as each piece of a puzzle is shaped differently. The officers are the leadership pieces in this organization. They provide guidance and help to keep everything running. Will the newly elected officers please come forward?

*Have officers line up in order with the treasurer first.*

### **Treasurer**

The treasurer's piece in the puzzle is a financial piece. Your duties include collecting and depositing money, writing checks and giving a monthly financial statement to our club. Do you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **Reporter**

The reporter's piece in the puzzle is an inscribing piece. Your duties include writing articles about our club for the local newspaper and sending copy to the local radio station. You are responsible for

completing the *4-H Club Meeting Report* after each 4-H meeting for the University of Missouri Extension center. Do you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **Historian**

The historian's piece in the puzzle is the storyteller. Your duties include preserving the history or record of our club through a scrapbook. Do you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **Secretary**

The secretary's piece in the puzzle is a writing piece. Your duties include taking minutes at every meeting and making sure that all the decisions of our club are accurately recorded for the club's history. You will display our club in a positive light to the community by writing letters and taking care of all correspondence. Do you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **Vice President**

The vice president's piece in the puzzle is a membership piece. Your duties include chairing the membership committee and working closely with our president. You will spark club interest in all members, old and new, and support our president. Do

you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **President**

The president's piece in the puzzle is the leadership piece. Your duties include presiding at all meetings, appointing committees and chairs, and representing our club within the community. You have been given the highest honor our club can bestow. Serve our membership with love and loyalty. Do you accept the responsibilities of this office?

*The officer should answer, "I do."  
Give the officer a puzzle piece and small puzzle.*

Congratulations. You are an important piece in this organization. Always work to keep our club complete.

### **Officers**

On the table is an unfinished jigsaw puzzle. It represents the members of the \_\_\_\_\_ (name of club.) Currently, it is incomplete. It needs the officers' pieces to be whole. (To the officers.) Would you please place your pieces in the puzzle?

*Continue when the officers are finished.*

Officers, you have now assumed your positions within this organization; however, you are not the only pieces in the club.

### **Members**

Members, you are the other pieces needed to complete the club. Just as every piece in a puzzle fits snugly together to make a picture, every member of this organization is joined together to accomplish club goals. Support one another, and our club will be able to achieve great success.



## It Is Written officer 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 hatred, intolerance and bitterness. Our actions, words and deeds become our compositions.

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

Today, the officers of the \_\_\_\_\_ (name of club) will be given a pen as they are installed. These pens can contribute to the writing of this club'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?

*Have the officers line up in order with the treasurer first.*

### Treasurer

*Give a pen to the treasurer.*

\_\_\_\_\_  
(name of officer), 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 club's financial status. Congratulations, and may your mark always be in the black.

### Reporter

*Give a pen to the reporter.*

\_\_\_\_\_  
(name of officer), as reporter, your pen will be writing stories for the newspaper and radio station, as well as completing the **4-H Club Meeting Report** after each 4-H meeting for the University of Missouri Extension center. The page you write is the world of communication. Congratulations, and may your mark always be in the bold script.

### Historian

*Give a pen to the reporter.*

\_\_\_\_\_  
(name of officer), as historian, your pen will be producing the scrapbook or record of our club. The page that you write is the world of history. It is the page that will tell the story of our club. Congratulations, and may your mark always be creative.

### Secretary

*Give a pen to the secretary.*

\_\_\_\_\_  
(name of officer), as secretary, your pen will be constantly taking minutes of executive board meetings and general club meetings. Your minutes are the records of our club, and you are the keeper of the records. You take care of all the club's correspondence. The page that you write is in the world of business. It is a page that will remind members of their club's votes and decisions. Congratulations, and may your mark always be precise.

### Vice President

*Give a pen to the vice president.*

\_\_\_\_\_  
(name of officer), as vice president, your pen will be signing new membership applications, keeping a list of ideas for future club projects and writing words of encouragement to fellow club members. Some of your

duties include chairing the membership committee and working closely with the president. The page that you write is in the world of growth. It is a page that will challenge members to add to their club's numbers. Congratulations, and may your mark always be enthusiastic.

### President

*Give a pen to the president.*

\_\_\_\_\_  
(name of officer), as president, your pen will be writing agendas, taking notes, 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 loyal to your office and your 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.

### Members

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

Adapted from previous work by Carol Gehrs, Cass County 4-H Youth Development specialist, taken from *Installation Ceremonies for Every Group (26 Memorable Ways to Install New Officers)* by Pat Hines.

