AAUW Officer Installation sample Script

According to the dictionary, “Leadership” is the action of leading a group of people or an organization. The words “guidance”, Monitoring”, “Direction” are common synonyms. The concept of leadership is easy to understand, but the mechanics of becoming a leader are often hard to master.

A good leader is often described as decisive, confident, optimistic and inspiring. The job of leader may involve making tough decisions that are in the best interest of the organization, which may not always please all the members. Leaders must embrace the changes that must occur within the organization in order for it to survive and respect the past.

(ASK CURRENT BOARD MEMBERS TO STAND)

The current board has served the branch and community well. Congratulations to the board members who have been a key to our success! Thank you so much for all the hard work you have done this past year. Some of you will be continuing and you will provide a link to our history.

Officer installation ceremonies mark a time of renewal and transition as Leadership is passed from your current officers to a new set of officers eager to place their plans into action. This ceremony is the beginning of a new year of fun and fellowship for everyone as we work to fulfill our mission of empowering women.

ASK INCOMING OFFICERS TO COME FORWARD:

President:

VP for Membership:

Recording Secretary:

**Have the group present elect these three officers.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

You have been elected president. It is a position of trust and responsibility. I know you appreciate the honor that has been conferred upon you. You have demonstrated your leadership and devotion to AAUW and by your election, the branch has expressed confidence in you ability and has placed in your hands the administration of the branch for the next two years. You will become an important face of the branch.

DO YOU ACCEPT THE RESPONSIBILITIES AND CHALLENGES OF THE OFFICE OF PRESIDENT?

Accept these tools to help in your outreach (business cards, branch note cards, etc).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

You have been elected Vice President, Membership. You will recruit and welcome new members and encourage our existing members to become more involved. The branch has full confidence in you and you should encourage the current branch members to help you in this task. EVERYONE should be a member of the membership committee, inviting and encouraging new members and welcoming them.

DO YOU ACCEPT THE RESPONSIBILITIES AND CHALLENGES OF THE OFFICE OF VP MEMBERSHIP?

Use these tools to help in your task.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

You have been elected to serve as the branch secretary. The job of the secretary is one that contains the most challenging of duties. It is your duty to keep a careful and accurate record of the activities of the branch and preserve the records for future reference. You must keep a careful record of the membership, and minutes of all meetings. You will also handle much of the official correspondence. Your office has great responsibilities that impact the success of the branch and should not be taken lightly.

DO YOU ACCEPT THE RESPONSIBILITIES AND CHALLENGES OF THE OFFICE OF SECRETARY?

Here are some tools to help with your tasks.

We are lucky to have some members of the executive committee who are returning to fulfill the remainder of their term.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

You were elected to serve the branch as treasurer, which demands financial ability, accuracy and personal integrity, qualities that your fellow branch members saw when electing you to this office. You oversee the funds of the branch, keep proper records and handle all branch financial activities. Your job is is important and vital to membership growth. Thank you for the job you have done this past year.

Please accept these tools to help you continue with your tasks.

**\_\_\_\_\_\_\_\_\_\_\_\_\_ is not with us today. She will remain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**We do not have anyone as VP of Programs. This position remains open, and if anyone here today is interested, please let \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ know.**

The job of VP Programs is key to maintaining a vital branch. The member(s) are responsible for developing, planning and implementing branch programs that are mission based and reflect the purposes of AAUW and also allow us to have fun together. The job is not only to engage the membership through dynamic programming but to appeal to the community and foster membership growth. Without a Program VP, individual members of the Board will take on one program a piece and ask members at large to help.

Please accept these tools to help with tasks. (usually business cards & stationary with branch logo)

Do you all solemnly and sincerely promise to carry out the duties of the office to which you have been elected to the best of your ability and in harmony with the bylaws of the branch? Represent the branch professionally and to the best of your ability.

**Members,** Do you promise to support these officers in their work and help as you are able?

On behalf of AAUW, I declare you duly installed in your respected offices. It is a great privilege to welcome you as new officers. I congratulate this AAUW branch on the wisdom of your choices for leadership.

Others:

There are many others who sit on the Board as Appointed Officers. At the Board Meeting, will appoint them. They will be (if you are here, please stand):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director for Development

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director for Public Policy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parliamentarian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial Review

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book Review Breakfast Coordinators

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cultural Council Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hotline Newsletter Editor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director for Scholarships

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Youth Tutoring

Please give them a round of applause for their past and future leadership of this branch.