

INSTALLATION OF OFFICERS

PRESIDENT/CO-PRESIDENT

It is your obligation as president to conduct the business of the organization according to its Bylaws and policies, using the guidelines provide by the Partners of WHA, Inc. Leadership Manual.

As president/co-president you serve as a liaison between the volunteer organization and the hospital administration. You will be responsible to maintain all records of the organization, send reports as requested by the district and state, represent _(org. name)_____ at district and state meetings and encourage leadership within your organization.

So it is that you as President/co-president _____(name)_____ will be the representative(s) of _____(org. name)_____, during your term of office,

Do you _____(name)_____ agree to accept these responsibilities and preform to the best of your ability?

I am happy to present to you this red _____(flower)_____ as a symbol of leadership in your organization and our confidence in you to preform your duties.

VICE PRESIDENT/PRESIDENT ELECT

As Vice President, you _____((name)_____, will act in place of the president, when necessary. If the president is not able to complete his/her term of office, you will automatically become the president, unless the bylaws provide otherwise. You will assist the president in assigned tasks and whenever possible attend meetings and leadership training.

Do you _____(name)_____ agree to accept these responsibilities and perform them to the best of your ability?

I am happy to present you with this _pink_____(flower)_____ as a symbol of your position of support and our confidence in you to perform your duties.

SECRETARY

As secretary _____(name)_____ you are responsible for the minutes of the meetings of the board, executive committee and general membership. Minutes should be written promptly after each meeting and kept for permanent records. Minutes should be distributed to each board member and available to any member of the organization.

Do you _____(name)_____ agree to accept these responsibilities and perform them to the best of your ability?

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of the Partner's organization's life, I give you

this _blue_____(flower)_____, which represents clarity and conciseness of expression and our confidence in you to perform your duties.

TREASURER

As treasurer _____(name)_____ you are the custodian of the organizations funds. It is your responsibility to pay all bills as authorized. You will prepare a budget for approval by the board and/or the general membership at an annual meeting. You will prepare and present a monthly statement, an annual report and any other reports as requested by the board of directors of _____(org. name)_____.

Do you ___(name)_____ agree to accept these responsibilities and perform them to the best of your ability?

Because the reason for our existence is to serve our health care facilities, whether that is in service or money, I present you this __green__(flower)_____ as a symbol of our confidence in you to preform your duties.

As ___(district officer)_____ my hope is that your tenures of office may prove to be a rewarding experience.

Members of ___(org. name)_____ I present to you the new officers you have chosen. It is your duty to loyally support their efforts and to help them achieve the purposes and aims of _____(org. name)_____

I now declare these officers duly installed and extend to them and to ___(org. name)_____ my best wishes for a successful year.