

INSTALLATION OF LOCAL OFFICERS

PRESIDENT/CO-PRESIDENTS

(name(s)) _____, it is your obligation as president/co-presidents to conduct the business of the organization according to its Bylaws and policies, using the guidelines provided by the Partners of WHA, Inc., Leadership Manual.

As president/co-presidents you serve as (a) liaison(s) between the volunteer organization and the hospital administration. You will be responsible for maintaining all records of the organization, sending reports as requested by the district and state, representing (org. name) _____ at district and state meetings and encouraging leadership within your organization.

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

Do you, (name(s)) _____, agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present red flower(s), saying):

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

VICE PRESIDENT/PRESIDENT-ELECT

As Vice President/President-Elect, 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? If so, answer, "I do."

(Wait for response, then present pink flower, saying):

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? If so, answer, "I do."

(Wait for response, then present blue flower, saying):

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of your Partners 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 organization’s 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? If so, answer, “I do.”

(Wait for response, then present green flower, saying):

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 perform your duties.

(Addressing the new officers):

Congratulations to all of you! As (district officer title) _____, my hope is that your tenures of office may prove to be a rewarding experience.

(Addressing the membership):

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) _____ OR your organization.

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

Alternative:

SECRETARY/TREASURER

As secretary/treasurer, (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.

In addition, you are the custodian of the organization’s 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? If so, answer, “I do.”

(Wait for response, then present a blue flower, saying):

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of your Partners organization’s life, and the reason for our organization’s existence is to serve our health care facilities, whether that is in service or money, I give you this blue flower, which represents clarity and conciseness of expression and our confidence in you to perform your duties.