



BOOK OF INSTALLATIONS

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Many thanks to all who contributed to make this

Book of Installations a resource for all.

WELCOME OF NEW IAAP MEMBERS

Sample Installation from IAAP

It is a privilege this evening to officially welcome ___ new member(s) to _____ Chapter of the International Association of Administrative Professionals. We are pleased to have this/these administrative professionals affiliate with us. We are certain her/their membership will be mutually beneficial to her/them and to the chapter.

Would (name[s] of new member[s])

_____,
_____,
_____,
_____.

please join _____ (membership chair) at the front.

_____ is employed as a _____, at _____
_____ is employed as a _____, at _____
_____ is employed as a _____, at _____
_____ is employed as a _____, at _____

The official welcome of a new member of the International Association of Administrative Professionals provides the opportunity to reflect on the purposes of our association—education and professional development.

IAAP is an organization for professional secretaries who have mutual interests and desire to elevate the standards of the secretarial profession.

IAAP membership offers the opportunity to grow intellectually and professionally, exchange ideas with others having similar interests, work in community projects, and assist young people in preparing for secretarial careers.

Where there is opportunity, there is responsibility.

(name[s] of new member[s])

_____,
_____,
_____,
_____.

as a new member(s) of IAAP, it is your responsibility to:

- abide by the International, Division, and Chapter Bylaws and Standing Rules;
- continually strive for accomplishment of association objectives; and
- serve in any capacity that will best promote the interest of the association.

As we welcome (name[s] of new member)

_____,
_____,
_____,
_____.

we are reminded that these are the commitments of all members.

Every level of IAAP carries responsibility. The more you exercise the privileges of your membership, the more you will derive from it.

The strength of the association is dependent upon the combined efforts of all members. By participating in association activities, you contribute to the growth of IAAP and the secretarial profession.

May your membership in this association be beneficial to you and to _____
Chapter. (Welcoming officer/chairman presents membership materials.)

Please extend a warm welcome to this/these new member(s) and this new talent to
_____ Chapter.

I would also like to ask (name[s] of sponsor[s])

_____,
_____,
_____,

to join us at the front.

_____ is the sponsor of _____.
_____ is the sponsor of _____.
_____ is the sponsor of _____.
_____ is the sponsor of _____.

As a sponsor, each of us will be able to answer questions, introduce the new member(s), and assist as needed to make her/them feel welcome.

_____ (membership chair) will present these sponsors with a membership growth pin–recognition for bringing a new member(s) to our chapter.

NEW CHAPTER INSTALLATION

PROPS: *One white pillar candle. one red; one yellow; one white. Have pillar candle lit (to light the other candles from).*

The mission statement of IAAP is, “to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.” We are pleased to welcome the _____ Chapter of the International Association of Administrative Professionals.

This tall white candle symbolizes the stature of our Association. Its steady flame represents continuous and increasing efforts toward the accomplishment of our objectives.

This red candle, which we light from our Association candle, symbolizes the _____ Division and represents the beacon that provides guidance for the chapters.

This gold candle represents the _____ Chapter of IAAP. The light of one candle is comparatively weak, but each additional candle that is lit brings greater strength.

Each new member brings additional talent to the association. To symbolize your contribution, we light a small white candle from the Association candle for you.

Membership in IAAP is a privilege. It offers you the opportunity to grow professionally; to develop initiative and leadership skills; to exchange ideas with others having similar interests; to work for civic projects, thereby helping the community; and to assist young people that might be able to secure an education to prepare them for administrative careers.

Membership in IAAP also implies responsibility. As a member of IAAP, you agree to abide by our International, Division and Chapter Bylaws and Standing Rules. You are willing to serve wherever possible to promote the interest of this Chapter and pledge your loyalty to other members.

May your membership in the International Association of Administrative Professionals be beneficial to you and to the _____ Chapter. Your Chapter only grows stronger by the dedication and involvement of our members. We encourage you to become actively involved.

WELCOME OF NEW IAAP CHAPTER/MEMBERS

Sample Installation from IAAP

The official welcome of a new chapter is an important occasion. As we welcome these members of the _____ Chapter to our association, we are ensuring the progress of IAAP. As charter members, you are the foundation of your chapter. _____ (name of Sponsoring Unit) is responsible for providing guidance necessary to maintain a firm foundation. It is their responsibility to see that you understand the basic structure, functions and purposes of IAAP.

The official welcome of new members of The International Association of Administrative Professionals provides the opportunity to reflect on the purposes of our association—education and professional development.

IAAP is an organization for professional secretaries who have mutual interests and desire to elevate the standards of the secretarial profession.

Founded in 1942, IAAP is international in scope. There are over 700 chapters such as ours throughout the US, Puerto Rico, Virgin Islands and Canada, with affiliates throughout the world.

_____ Chapter has _____ members. Chapter officers are charged with providing leadership and guidance for these members.

_____ Chapter is in the _____ Division. Division officers are charged with providing leadership and guidance for the _____ (number of chapters) in Division.

There are _____ divisions in the six districts of the association. Our division is a part of the _____ (name of district), which has _____ (number) divisions.

IAAP membership offers the opportunity to grow intellectually and professionally, exchange ideas with others having similar interests, work in community projects, and assist young people in preparing for secretarial careers.

Since 1951, IAAP has sponsored the Certified Professional Secretary and the new Certified Administrative Professional programs, which represent outstanding educational achievement for the secretarial profession. Membership in IAAP provides the incentive and encouragement to prepare for the examination.

Where there is opportunity, there is responsibility. As new members of IAAP, it is your responsibility to:

- Abide by the International Bylaws and Standing Rules, Division and Chapter Bylaws and Standing Rules;
- Continually strive for accomplishment of association objectives; and
- Serve in any capacity that will best promote the interest of the association.

As we welcome these new members, we are reminded that these are the commitments of all members.

Every level of IAAP carries responsibility. The more you exercise the privileges of your membership, the more you will derive from it.

The strength of the association is dependent upon the combined efforts of all members. By participating in association activities, you contribute to the growth of IAAP and the secretarial profession.

May your membership in this association be beneficial to you and to _____ Chapter.

As we present your membership materials, we ask each of you to please state your name, title, and place of employment, and sign the official _____ Chapter charter.

Please remain standing at the front of the room. Please extend a warm welcome to these new members. Welcome this new talent.

The official welcome of new members is an important occasion. As we welcome these members of the (name of chapter) Chapter to our association, we are ensuring the progress of IAAP. As members, you are the foundation of your chapter. (Name of chapter) is responsible for providing guidance necessary to maintain a firm foundation. It is our responsibility to see that you understand the basic structure, functions, and purposes of IAAP.

IAAP is an organization for administrative professionals who have mutual interests and desire to elevate the standards of the administrative profession.

Founded in 1942, IAAP is international in scope. There are more than 600 chapters such as ours throughout the United States, Puerto Rico, Virgin Islands, and Canada. In addition, IAAP has Chapters-at-Large and Affiliate associations in more than 30 countries across the world.

(Name of chapter) Chapter has ____ members in the _____ Division. Chapter officers are charged with providing leadership and guidance for these members.

There are 36 divisions in the six districts of the association. Our division is a part of the (name of district) which has (number) divisions.

IAAP membership offers the opportunity to grow intellectually and professionally, exchange ideas with others having similar interests, work in community projects, and assist young people in preparing for administrative careers.

Where there is opportunity, there is responsibility. (Name of new member), as a new member of IAAP, it is your responsibility to:

-  Abide by the International Bylaws and Standing Rules, Division and Chapter Bylaws and Standing Rules;
-  Continually strive for accomplishment of association objectives; and
-  Serve in any capacity that will best promote the interest of the association.

As we welcome (name of new member), we are reminded that these are the commitments of all members. Every level of IAAP carries responsibility. The more you exercise the privileges of your membership, the more you will derive from it. The strength of the association is dependent upon the combined efforts of all members. By participating in association activities, you contribute to the growth of IAAP and the administrative profession.

May your membership in this association be beneficial to you and to (name of chapter) Chapter.
(welcoming officer/chairman presents membership materials)

Please extend a warm welcome to this/these new member/s. Welcome this new talent.

CANDLE INSTALLATION – NEW MEMBER(S)

Lake Buena Vista Chapter, Florida

PROPS: 1 large white candle; 1 small red candle; 1 small yellow candle; enough small white candles as members being installed.

Before we call up our new Chapter members being honored during our Installation Ceremony, would the following sponsors of our new member(s) of the _____ Chapter of IAAP come forward:

Members, please give this/these sponsor(s) a round of applause for his/her/their continued service and commitment to the _____ Chapter of IAAP.

As sponsor of our new Chapter member(s), you are charged with recognizing the individual contributions and talents our new member(s) bring to the team. You will lead by example and encourage his/her/their participation in the _____ Chapter of IAAP. You will also act as a “guardian angel.” As a guardian in his/her/their care, you will foster new relationships with our new member(s) and promote his/her/their continued growth and development in IAAP. New Chapter member(s), please come forward as your name is read and stand by your Sponsor.

Member-ship	READ EACH CANDIDATE’S NAME EMPLOYER, AND DEPARTMENT.	Candidates come to front as name is read and stand by their Sponsor.												
Chairman	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">NEW MEMBER NAME/COMPANY</td> <td style="width: 50%;">SPONSOR</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	NEW MEMBER NAME/COMPANY	SPONSOR											
NEW MEMBER NAME/COMPANY	SPONSOR													

President	The mission statement of IAAP is, “to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.” We are pleased to welcome you to the _____ Chapter of the International Association of Administrative Professionals.	Membership Chair and Sponsor(s) take place in front, along with new members.
President	This tall white candle symbolizes the stature of our Association. Its steady flame represents continuous and increasing efforts toward the accomplishment of our objectives.	Membership Chair lights the LARGE WHITE CANDLE
President	This red candle, which we will light from our Association candle, symbolizes the _____ Division and represents the beacon, which provides guidance for the chapters. _____ (Division President, if present) will light this candle for us.	Membership Chair lights RED CANDLE
President	This gold candle represents the _____ Chapter of IAAP. The light of one candle is comparatively weak, but each additional candle that we light brings greater strength.	Membership Chair lights GOLD CANDLE
President	Each new member brings additional talent to the association. To symbolize your contribution, please light a candle from the Association candle for you.	Each new member lights SMALL WHITE CANDLE
President	Membership in IAAP is a privilege. It offers you the opportunity to grow professionally; to develop initiative and leadership skills; to exchange ideas with others having similar interests; to work for civic projects, thereby helping the community; and to assist young people that might be able to secure an education which will prepare them for administrative careers.	
President	Membership in IAAP also implies responsibility. As a member of IAAP, you agree to abide by our International, Division and Chapter Bylaws and Standing Rules. You are willing to serve wherever possible to promote the interest of this Chapter and pledge your loyalty to other members.	New member(s) repeats after President.

President	As members of IAAP you are authorized to wear its emblem. Would the membership chair please pin our new members.	Membership Chair pins each new member. President presents each with a roster and Chapter bylaws.
President	May your membership in the International Association of Administrative Professionals be beneficial to you and to the _____ Chapter. Our Chapter only grows stronger by the dedication and involvement of our members. We encourage you to become actively involved.	
Division President Remarks	_____ makes a few remarks about the importance of involvement in Chapter membership.	Closing remarks.
President	Members of the _____ Chapter, please give a warm welcome to our new members.	Members applaud.

“OUTSTALL” OF OFFICERS

Submitted by Nancy Upchurch CPS/CAP, 2000/2003 Retirement Trust Foundation Chairman

PROPS: Enough American flags for each office (pins, mini flags, etc).

An installation is a solemn occasion, solemn with the acceptance of serious and important duties to be shouldered; but it is likewise a happy event—bright with the memories of past work well done, of problems faced together, of friendships made, and the joy of working with others—for others.

Will the outgoing officers please come forward as your name is called:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Tonight, as we prepare for a new administration, we must keep in mind that the heritage of the past is the seed that brings forth the harvest of the future, and the greater one’s knowledge of what has been done, the better one will be able to know what to do.

It is a truism that we live in the present, we dream of the future...but we learn eternal truths from the past. We are obligated to those who have come before us.

Great actions grow out of men and women of character and vision, such as the founders of the _____ Chapter and those who have followed in their footsteps;

but we must keep in mind always that we live in an ever-changing world, and organizations, as well as people, must adapt to change.

As we move from one administration into the next, let us be ever mindful of the great contributions made by those who are transferring the torch to the new officers.

One year ago, you were chosen by your fellow members of the _____ Chapter to lead them in the promotion and advancement of the objectives of the association.

Your term of service as an officer has come to an end, but the results of your leadership will continue to inspire those who follow you to uphold the purpose and high standards of the _____ Chapter.

As _____ presents you with your past officer's pin, please hand her your current officer pin. Thank you for your work, dedicated service, and a job well done.

OR

Your term of service as an officer has come to an end, but the results of your leadership will continue to inspire those who follow you to uphold the purpose and high standards of the _____ Chapter.

_____ will present to each of you an American Flag (pin or mini flag). The colors of the flag are not only symbolic of freedom but also represent characteristics of the _____ Chapter officers.

The Red stands for courage – it took courage to step out of your comfort zone and you've grown because of it.

White stands for joining together or teamwork – just what it takes to make a successful chapter.

Blue stands for loyalty - when called upon to serve, you responded unselfishly and without hesitation.

You have lent aid and strength by providing opportunities to administrative professionals in the _____ Chapter

Without your hard work, dedication, and patience, the _____ Chapter and IAAP would not have this added strength.

As we move from one administration into the next, let us be ever mindful of the great contributions made by those who are transferring the torch to the new officers. Thank you for your hard work, dedicated service, and a job well done. Please help me in applauding your dedicated leaders and their successful term in the _____ Chapter.

OUTGOING OFFICERS RECOGNITION

Submitted by Debra L. Brown CAP/RP, Denver Downtown Chapter

Before I officially install the new officers, will the outgoing officers of _____ Chapter please stand. You and your board have served your chapter well. Please accept our thanks and congratulations. However, your job is not complete. You will be in a position to advise and counsel the newly elected officers, and your help and guidance are still needed.

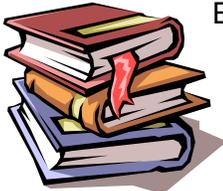
Right now, your position can be a very delicate one. Although you are no longer in the position of highest authority, your experience and leadership can be a great tool. Your knowledge of the duties enables you to make helpful suggestions without interfering with the leadership of the new president.

I ask you to be willing to serve in an important capacity with the _____ Chapter of IAAP. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successors. Please join me in thanking your board for a job well done. (You may be seated.)

BOOKS INSTALLATION OF OFFICERS

Submitted by Pat Pollmann, Elgin Chapter, Illinois

PROPS: Books (i.e., Complete Office Handbook, Robert's Rules of Order)



Books are an important part of our daily lives. Encyclopedias give us information; cookbooks assist us with recipes; self-help books teach us how to improve ourselves; and novels provide us with escape and entertainment. Whatever subject you can think of, there is a book out there about it.

An organization can be compared to a book. Just as there are many elements in a book, there are many facets in an organization. Within a book, one can find a title page, a table of contents, and page numbers. Likewise, within an organization, one can find members who possess administrative skills, creative talents, and leadership qualities. Each part of a book is essential to make it complete. So, too, every member of an organization is necessary to make it whole.

Tonight the officers of the _____ Chapter of the International Association of Administrative Professionals will be installed using the various parts of a book. A gift of a book will be presented to them as they are installed. Will the officers to be installed please come forward as your name is called? (Officers line up in order with the Board Associate first.)

- Board Associate: _____
- Treasurer: _____
- Secretary: _____
- Vice President: _____
- President: _____

BOARD ASSOCIATE (Open book to the index): The index of a book represents all of the wonderful items that can be found within. _____, as Board Associate, you have been given a rare and wonderful opportunity...to see and learn first hand the workings of a chapter board and the individual officer positions. This position will be an educational experience and you should derive many benefits during the year. You will also serve as the Chapter Historian and as such it is your responsibility to keep an accurate historical record of all _____ Chapter activities. Your duties will be varied depending on the assignments given to you by the Board. You will be the “Index” of knowledge for handling so many wonderful opportunities as you learn the inner workings of the Board.

Just as the index helps a reader find a word or phrase, so too will you as Board Associate help the Board with its various duties and activities. _____, will you accept these responsibilities and pledge to model, motivate, and provide leadership and guidance to all members. Please say “I will”.

Installer: Congratulations on your new office. (Present _____ with book.)

TREASURER (Open book to the pre-marked page number.): Page numbers are an important part of any book. _____, as Treasurer, numbers will become a significant part of your life. Your duties include writing checks, collecting dues, and giving monthly financial statements to this Chapter.

Just as page numbers help one know where one is in a book, your numbers shall help the membership know where this Chapter is financially. _____, as Treasurer, will you accept these responsibilities and pledge to model, motivate and provide leadership and guidance to all members? Please say “I will”.

Installer: Congratulations on your new office. (Present _____ with book.)

SECRETARY: When looking for a particular place in a book, the index is also a recommended starting point. _____, as Secretary, you will be a source of information for this Chapter. Your duties include keeping an accurate record of the Chapter’s decisions and its history.

Just as an index is used to help find something quickly in a book, your minutes shall help members find out about the Chapter’s past actions. _____, as Secretary, will you now accept these responsibilities and pledge to model, motivate and provide leadership and guidance to all members? Please say “I will”.

Installer: Congratulations on your new office. (Present _____ with book.)

VICE PRESIDENT: Another part of a book that presents useful information is the table of contents. _____, as Vice President, you will be acquiring leadership knowledge. Your duties include planning programs for the Chapter and assisting the President.

Just as a table of contents tells a reader what a book contains, you will be telling the members what kind of programs the upcoming year holds.

_____, as Vice President, will you accept these responsibilities and pledge to model, motivate, and provide leadership and guidance to all members? Please say "I will".

Installer: Congratulations on your office. (Present _____ with book.)

PRESIDENT: When looking at a book, the first thing one sees is the cover. _____, as President, you are this Chapters leader and their representative to the community. You are what people will see first. Your duties include presiding at all meetings, appointing committees and chairmen, following up on Chapter details, and providing encouragement to members.

Just as the cover of a book protects the pages within, you must encompass and protect the members within this Chapter. Love and care for your Chapter's membership. Remember, that a book well worn is a book well-loved.

_____, do you accept these responsibilities and pledge to model, motivate, and provide leadership and guidance to all members? Please say "I will".

Installer: Congratulations on your office. (Present _____ with book.)

MEMBERS: The officers are now installed; however, the most important part of the book has not been mentioned - the pages. You, the members of the _____ Chapter, are the pages of this book. Without you, there would not be a Chapter. Just as every page of a book is essential for a reader, every member of this Chapter is needed to accomplish its goals. Officers and members, support one another so that when you conclude this next year, you will be able to say, "This is the best book our Chapter has ever written."

Members, will you now pledge your help, patience, support, foresight, friendship, and trust to your officers so that the book composed during the next administration will be the best one ever written by this Chapter? Please say "We will".

Please recite the IAAP Code of Ethics:

Recognizing that a position of trust imposes ethical obligations upon administrative assistants, office coordinators, executive secretaries and other types of administrative professionals to act for benefit of employers, clients, and the public, members of the International Association of Administrative Professionals (IAAP) established and promulgated four standards of professional conduct and resolve to be guided by them as embodying the ethical ideals of their profession.

I now declare the _____ Chapter Board of Directors duly installed.

Members, your ____/____ _____ Chapter Board of Directors.

BUILDING BLOCKS OFFICERS INSTALLATION CEREMONY

Taken from Installation Ceremonies for Every Group (26 Memorable Ways to Install New Officers) by Pat Hines / Submitted by Nancy Upchurch CPS/CAP, 2000/2003 Retirement Trust Foundation Chairman

Props: Building Blocks (cutouts or otherwise) denoting each position.

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 learn quickly that every block in their created structures is essential. If one block is removed, the building can come tumbling down. Likewise, every member in a chapter/division is vital to the well-being of an organization. If one member falters, a group is weakened. Officers are a significant part of the framework in a chapter/division. Just as the blocks at the bottom of a structure support an entire building, an organization’s officers support their chapter/division when they provide competent leadership. When officers perform their specific tasks, the chapter/division structure remains strong.

Today, the officers of the _____(name of chapter/division) shall 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 chapter/division’s framework. The successful completion of their duties will help keep their chapter/division intact. Will the newly elected officers, please come forward as I call your name? (Have the officers line up in order, with the treasurer first.)

Treasurer: _____

Recording Secretary: _____

Corresponding Secretary: _____

Vice President: _____

President: _____

Treasurer: _____ (name of treasurer), as treasurer, you are the cornerstone of this chapter/division. As the cornerstone is the basic element of a structure, you are a necessary element of your chapter/division. Your duties include collecting and depositing money, paying chapter/division bills as directed by the executive board, and giving a monthly financial statement to your chapter/division.

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 your chapter/division’s framework intact. May this block be your constant reminder. Give the block to the officer.

Corresponding Secretary: _____ (name of Corresponding Secretary), as Corresponding Secretary, you are the arch of this chapter/division. As the arch is a graceful span of an opening in a structure, you, through your writing, represent your chapter/division in a graceful manner. Your duties include writing letters and taking care of all of your chapter/division's 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 your chapter/division's framework intact. May this block be your constant reminder. Give the block to the officer.

Recording Secretary: _____ (name of Recording Secretary), as Recording Secretary, you are a buttress of this chapter/division. As the buttress supports and gives stability to a building, you support your chapter/division with accurate records. Your duties include listening attentively at all times, writing up the minutes of each meeting, and keeping the history of the chapter/division. 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 your chapter/division'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 chapter/division. As a pillar provides firm upright support for a super structure, you provide strength to this chapter/division. Your duties include chairing the membership committee, keeping all chapter/division members informed as to chapter/division business, learning about chapter/division policies and procedures, and working closely with your 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 your chapter/division'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 chapter/division. As the front of a building, or facade, is given special architectural treatment, you take on a special dignity representing your chapter/division. Your duties include presiding at all meetings, appointing committees and chairmen, following up on all chapter/division matters, and representing your 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 your chapter/division's framework intact. May this block be your constant reminder. Give the block to the officer.

Members, you are the rest of the elements in this chapter/division's structure. Each one of you has different skills and talents that are needed by this organization. Use your many abilities and support your officers. When you work together, you can build a strong chapter/division from top to bottom and accomplish great things. Keep your chapter/division's framework solid.

I now declare the (_____ Division/ _____ Chapter) officers of the International Association of Administrative Professionals duly installed.

BUTTERFLY MEMBERSHIP RENEWAL RECOGNITION

Submitted by Nancy Upchurch CPS/CAP, 2000/2003 Retirement Trust Foundation Chairman

The Chair calls _____ to the lectern.

Using the butterfly factor this year, we can emulate the butterfly. Butterflies bend with the wind, still they get where they want to go. They arrive by persistence through their own determination; an example we should all follow.

Locked in its cocoon, it is its struggle that gives it strength. Without the struggle, it will not be strong enough to go to the next phase of its life.

The strength of the chapter is dependent upon the combined efforts of all members. By participating in association activities, you contribute not only to the growth of the chapter but to YOUR personal and professional growth.

Like the butterfly, each member is unique, and through involvement in the chapter affairs, a member becomes a part of a colorful group unequaled in strength.

_____, thank you for your involvement in _____ Chapter and for renewing your membership.

May this _____ (gift – i.e. fan) remind you of the Butterfly Factor - turning struggles into strength, spreading your wings, and transforming into a beautiful administrative professional!

Members, please join me in thanking _____ for his or her/their renewal in _____ Chapter and IAAP.

CHOCOLATE CHAPTERS OFFICER INSTALLATION

Submitted by Pat Pollmann, Elgin Chapter, Illinois

PROPS: Hershey's Symphony Bar, 100 Grand Bar, Mounds Bar, M&Ms, Milky Way Bar, Package of Mini Candy Bars

Chocolate – it's so satisfying, and it's been around for centuries. In North America, the Indians initially used cacao, the bean used in making chocolate, as a food and beverage source as well as a medium of exchange.

During the conquest of Mexico, Spanish soldiers discovered cacao and took it back to Europe. By the mid-17th century serving chocolate in England became a symbol of hospitality, similar to the serving of tea and coffee. Chocolate's popularity greatly increased after vanilla and sugar were added in order to take away the bitter taste.

Eventually chocolate came to the United States, and in 1765 the first chocolate mill was established in North America at Dorchester, Massachusetts. Today, with the countless varieties on the market, chocolate is a booming business.

Tonight, the officers of the _____ Chapter IAAP will be given candy bars as they are installed. Just as each candy bar has different ingredients, each officer in this Association has specific duties. Although each candy bar used tonight is unique, they all share one common ingredient – chocolate. Likewise, even though the Chapter Officers perform different tasks, they share the same goals. Will the Officers please come forward? (Have the officers line up with the Board Associate first, Treasurer, Secretary, Vice President, President.)

Board Associate: _____
Treasurer: _____
Secretary: _____
Vice President: _____
President: _____



As Board Associate of the _____ Chapter,
_____, you will be responsible for keep all historical documents for the Chapter. You are also in leadership training and must be ready to perform other duties that might be asked by the Board of Directors. (Pick up candy bar) May this “Symphony” help you maintain perfect harmony between you and the Chapter Board? Let it inspire you to keep your mind in tune to new experiences. (Give the candy bar.)



As Treasurer of the _____ Chapter,
_____, you will be responsible for paying bills, collecting money and providing monthly financial statements to this Association. At times these various monetary duties might seem to be too much. But do not fear, a tasty kind of money is near. (Pick up candy bar) May this “100 Grand” help you with your new duties. Let it assist you in meeting all the Chapter’s financial obligations. (Give the candy bar.)



As Secretary of the _____ Chapter,
_____, you will be responsible for taking numerous notes during the Chapter’s meeting. These notes are then transformed into accurate minutes and become an essential part of this Chapter’s history. Sometimes you may feel overwhelmed by your mountain of notes, sometimes you won’t. (Pick up candy bar.) May this “Mounds” help you rewrite your many notes into legible, precise minutes. Let it give you energy to help cut through the paperwork. (Give the candy bar to Phyllis.)



As Vice-President of the _____ Chapter,
_____, you will be responsible for the Chapter’s Programs.

Chairing the program committee, you will find that some programs are plain, while others are nutty. You are also the President’s understudy. In this office, you will wear two hats – programs and future leader. (Pick up candy bar.) May these packages of “M&M’s” plain and peanut, help you select a variety of programs. Let them assist you in planning successful programs that will interest the membership. (Give the candy bar.)





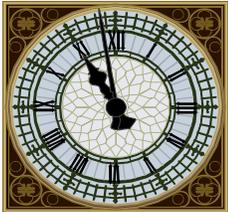
As President of the _____ Chapter,
_____, you will be responsible for the Chapter's leadership. You will preside at all meetings, keep current on the Chapter's business, follow up on details and represent the Chapter at all times. You have been given your Chapter's highest honor, and members will follow your leadership. You are now the principal star in this Chapter's galaxy. (Pick up candy bar.) May this "Milky Way" help you lead and shine brightly. Let it show you the way to guide your Chapter to great heights. (Give the candy bar.)

As members of the _____ Chapter, you are also an integral part of this Association. Like your Officers, you also have special duties and tasks. Your jobs might not be as prominent, but they are as important. Just as all of these candy bars have chocolate in them, all of you, Officers and members alike, share the same Association goals. Support one another and work together so that this Chapter will become stronger. (Pick up package of candy bars.) A popular trio from France had a famous saying. May this slogan, "One for all and all for one", always be your Chapter's theme. (Pass candy to the membership.)

CLOCK INSTALLATION

Submitted by Pat Pollmann, Elgin Chapter, Illinois

PROPS: Small clocks



The chair recognizes and welcomes _____, _____ to help install our officers.

Good Evening... I am here tonight to install the newly elected officers of the _____ Chapter, IAAP®. I will briefly state their key responsibilities and remind them of the challenges that lie ahead. Their collective challenge is to make the _____ Chapter a source for administrative professionals to grow, learn, and attain excellence.

This clock represents the _____ Chapter, IAAP®. Each officer represents a part of this clock. Will the 2005-2006 elected officers please come forward when your name is called.

- Board Associate: _____
- Treasurer: _____
- Secretary: _____
- Vice President: _____
- President: _____

_____. As Board Associate, you are the second hand of our clock. You have been given a rare and wonderful opportunity...to see and learn first hand the workings of a chapter board and the individual officer positions. This position will be an educational experience and you should derive many benefits during the year. Your input and opinions are important to the other officers of the _____ Chapter. Through you, as Board Associate, the history of the chapter will be recorded. You shall perform whatever additional duties that may be prescribed by the Chapter Bylaws and Standing Rules. Will you accept responsibilities and promise to model, motivate, and provide leadership and guidance to all members and fulfill these responsibilities to the best of your ability? Please say "I will."

Please accept this clock to help remind you of your responsibilities to your chapter in the coming year.

_____. As Treasurer, you are the minute hand on our clock. You must be accurate and precise. You are obligated to guard the chapter's funds. You shall do this with honesty. You will also perform the normal duties pertaining to the office of Treasurer and perform any other duties required by International, Division and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to model, motivate, and provide leadership and guidance to all members and to fulfill these responsibilities to the best of your ability? Please say "I will."

Please accept this clock to help remind you of your responsibilities to your chapter in the coming year.

_____. As Secretary, you are the chimes of our clock. Through you, the outside world is heard from and in turn you communicate with others on behalf of the chapter. As Secretary, you are responsible for keeping accurate records of the proceedings of the chapter. It is also your duty to carry on correspondence as instructed by your chapter board of directors. You shall perform whatever additional duties that may be prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to model, motivate, and provide leadership and guidance to all members and fulfill these responsibilities to the best of your ability? Please say "I will."

Please accept this clock to help remind you of your responsibilities to your chapter in the coming year.

_____. As Vice President and Program Chairman, you are the main spring of the clock. You are behind the face working diligently. If you falter or break, the whole clock is lost. A clock is only as good as its mainspring. As Vice President, you are responsible for the providing the chapter with information, education, and training and to set standards of excellence recognized by the business community on a global perspective. You shall serve as chairman of the Program and Education Committee and ensure informative monthly programs. You shall perform any other duties prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to model, motivate, and provide leadership and guidance to all members and to fulfill these responsibilities to the best of your ability? Please say "I will."

Please accept this clock to help remind you of your responsibilities to your chapter in the coming year.

_____. As President, you are the face of this clock. You must stand in the forefront and promote the chapter and its missions and values. You will inspire members and non-members to attain excellence in their field. By electing you as President, the members have conferred upon you the leadership of the chapter.

Your obligations are to preside at all meetings, to appoint committees, to serve as Chairman of the Chapter Board of Directors, and to perform any other duties required by International, Division, and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to model, motivate, and provide leadership and guidance to all members, committee chairmen, and the _____ Chapter Board of Directors and to fulfill these responsibilities to the best of your ability? Please say “I will.”

Please accept this clock to help remind you of your responsibilities to your chapter in the coming year.

With leadership comes responsibility. Each officer is given a responsibility to direct and guide our association during the coming year. Being an officer is not only a position of authority, but a position of service to your association and our profession. By electing you as chapter officers, the members have confidence that you will unselfishly serve and conduct the business of this association according to the International Bylaws and Standing Rules. As leaders you must have foresight, patience and courage. As a board, will you collectively accept your obligations and promise to uphold decisions in the best interest of the International Association of Administrative Professionals Two Rivers Chapter? Please say “We will.”

Members: You have heard these officers pledge themselves to their responsibilities. Will you now pledge to them your loyalty and active assistance in the fulfillment of their responsibilities? Please say “We will.”

I declare you the duly installed officers of the _____ Chapter of the International Association of Administrative Professionals and ask that you assume your duties at the adjournment of this meeting. With my congratulations, I leave you with these thoughts. May the future of this chapter be revealed in an endless record of achievements. This is a time of endings, new beginnings, new adventures, and new heights to attain for your chapter. Time will bring you another year for higher aspirations, new and higher goals, and proud that you have been a member and officer of the _____.

Chapter Members – your Board of Directors! Congratulations!

FIELD OF BAMBOO NEW CHAPTER OFFICERS INSTALLATION

Submitted by Kay Enlow CPS/CAP. 2005/2006 International President

Good morning/afternoon/evening! I'm truly honored to stand before you as the _____ Chapter begins their association with IAAP. Before I install your new chapter officers, I'd like to share a short story with you about a field of bamboo.

Once upon a time, a young woman decided she wanted to plant a field of bamboo, so she worked very hard to prepare the ground where she would plant her field, making sure the soil was rich and full of all the right nutrients. She carefully planted each row within the field, then watered and fertilized the soil as needed. After the first year, the bamboo had grown to the height of about 4" ... and it was a beautiful field! She was pleased!

For the next year, the young woman continued to give attention to her field of bamboo ... cultivating the weeds, watering, adding the proper nutrients and fertilizers to the soil, and at the end of the second year, the bamboo remained only about 4" tall.

Not to be discouraged, the young woman again cared lovingly for her bamboo field ... continuing to water the ground as needed, cultivating the weeds and adding just the right nutrients to ensure growth. But at the end of the third year, her bamboo shoots still stood only 4" high.

Again, throughout the fourth year, the woman worked the land ... to care for and nurture her precious field. And yet, at the end of the fourth year, the bamboo had grown no more! But oh, it truly WAS a beautiful field ... maybe not the tall, sturdy shoots she had hoped for, but her field seemed strong, just the same.

So once again, throughout the fifth year, the young woman gave devoted attention to her bamboo – turning the soil around the delicate plants and cultivating the weeds, watering and lovingly adding the nutrients she was sure would help her bamboo field grow. And at the end of that fifth year, the young woman's field had exploded with growth, giving way to tall, hearty bamboo shoots ... her field was truly magnificent.

You see, all along, the young woman KNEW that it takes bamboo five years to reach its full stage of development ... every year during the process, it was the ROOTS that were developing and growing strong, so that they could bear the weight of the bamboo shoots when they reached their full growth.

I tell you this story, because your new chapter is now in the process of planting its field of bamboo ... and I challenge each of you to aide in the development of your chapter's ROOT SYSTEM! Your chapter is a bit unique ... because your meetings will be held during the day time, over your lunch hour ... this concept has worked in other downtown locations, and I have confidence it will be a great benefit to administrative professionals in our Downtown Kansas City area ... and you have so many working in offices throughout the area from which to draw ... what an opportunity you have to offer the benefits of our association to others! And as your membership grows, you'll be planting the seed for personal and professional growth of your members! How exciting ... to know that YOU have such an impact on the future of this chapter – for many years to come. Will you choose to nurture and grow your members?

As I install your _____-_____ officers, I want to challenge EACH of you to help your chapter's leadership team with the _____ Chapter's field of bamboo ... help by offering personal and professional development opportunities to cultivate the backbone of your chapter – its members ... and add the nutrients to strengthen your field further – new members. And provide the care your field (or chapter) requires ... that care will come through networking and working together as a team.

I love stories ... and I especially enjoy it when I find ways to look beyond their original meaning and apply the story to my life or the lives of others!

I really like to do things a little differently, and installing chapter officers is no exception. It's one of my favorite things to do, so when I was asked to preside over today's installation, I immediately starting searching for stories I felt would be appropriate for this occasion, to make today's installation special ... because that's what your new chapter officers are – very SPECIAL!

So I'd like for you to sit back and enjoy a few stories ... you may (or may not) have heard them before ... but I'd ask that you pay especially close attention as I incorporate each officer's challenges and responsibilities into the story I've selected for each of them!

As I call your name, please come forward and stand, by office, to my right.

Treasurer: _____

Secretary: _____

Vice President: _____

President: _____

_____, Chapter Treasurer... please step forward!

One night at sea, a ship's captain saw what looked like the lights of another ship heading directly toward him. He had his signalman blink to the other ship: "Change your course ten degrees south."

The reply came back, "Change YOUR course ten degrees north!" The ship's captain answered: "I am a captain. Change your course south."

To which the reply was: "Well, I am a seaman first class. Change YOUR course north!"

This infuriated the captain, so he signaled back: "(Dammit,) I SAID ... change YOUR course SOUTH. I am a BATTLESHIP."

To which the reply came back: "And I say change YOUR course NORTH ... I'M in a LIGHTHOUSE!"

_____, I chose this story for YOU, because, as the _____ Chapter Treasurer, your most important responsibility is to safeguard the chapter's money ... and, while standing firm, as the captain in the story attempted, it's important for you to remain open-minded and listen to the members of your Board of Directors and the chapter when it comes to the release of the chapter's financial assets. They, too, have the interest of the chapter in mind, so be flexible and understand the importance of working together through the ebbs and tides you'll face in this next year. And ... there will be times when you'll need to depend on the members to help guide you, just as the seaman first class guided the ship's captain. As a reminder of your story, I'd like you to have this oil lamp, which I hope will help to light your way as you fulfill the treasurer's duties and serve the _____ Chapter members. (PRESENT GIFT and PIN)

As treasurer, _____, the obligation of guarding the chapter's funds is yours. The office of treasurer requires fiscal responsibility and integrity. You shall perform the normal duties pertaining to the office of Treasurer and any other duties required by the chapter, Missouri Division and International Bylaws & Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability?

_____, Chapter Secretary... would you please stand ... I've selected a special story for you ... called "The Treehouse":

When I was just a little girl, 10 years old or so, I really wanted my daddy to build me a tree house ... high up in the trees, in my back yard! I dropped hints for months before my birthday and, afraid the hints might go unheard, I finally begged him to build me one. The night before my birthday, I lay awake most of the night thinking about my special getaway in the trees ... I knew just how I'd decorate it and everything!

On my birthday, daddy led me into the back yard where I expected to see my beautiful new shelter in the trees. Instead, all I saw was a pile of wood, boxes of nails, and two hammers. "You want a tree house," my daddy said ... "let's build one together!" With the right tools, my father's expertise, and my enthusiasm, we built the world's very best tree house.

_____, as your chapter's Secretary, it's your responsibility to record accurate minutes of your chapter and Board of Directors' meetings in a timely fashion and to represent your chapter through communications, both to those within your chapter AND outside of the _____ Chapter.

My gift to you is this perpetual calendar and candle ... and I'd encourage you to consider stepping outside the scope of a traditional "recording" secretary role, and also take on "corresponding" duties by sending notes on behalf of your chapter ... to members who have missed several meetings, just to say in touch ... or drop a congratulatory note to a new IAAP chapter or student chapter when you learn about their formation ... or why not send congratulations on behalf of _____ Chapter to the newly-elected division or international Board members.

These forms of communication, like your candle, will brighten someone's day and offer a wonderful reflection of you and the _____ Chapter ... and as you change your perpetual calendar each day, remember:

"This is the beginning of a new day.
You have been given this day to use as you will.
You can waste it or use it for good.
What you do today is important

Because you're exchanging a day of your life for it.
When tomorrow comes, this day will be gone forever;
in its place is something that you've left behind
... let it be something good!"

(PRESENT GIFT AND PIN) _____, as Secretary, it's your responsibility to accurately record the minutes of chapter and board meetings, and to handle all chapter correspondence, as instructed by the Board of Directors, and to perform whatever additional duties may be prescribed by the Chapter, Division and International Bylaws & Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability?

_____, Vice President, please step forward ... _____, your primary role this year will be scheduling your chapter's monthly programs ... and you'll want your programs to be educational, motivational, and FUN! It's also important for you to pay particularly close attention to the duties and responsibilities taken on by your chapter president. In the name of succession planning, you would be a likely candidate in future years to move into that position. I know you've probably heard this story before, but it's so appropriate for the challenges you have ahead of you ... it's called "The Starfish."

A young man was walking down a deserted beach just before dawn. In the distance he saw a frail old man. As he approached the man, he saw him picking up stranded starfish and throwing them back into the sea. The young man gazed in wonder as the old man again and again threw the small starfish from the sand to the water. He asked him, "Why do you spend so much energy doing what seems to be a waste of time?"

The old man explained that the starfish would die if left in the morning sun. "But there must be thousands of beaches and millions of starfish," exclaimed the young man. "How can your effort make any difference?" The old man looked down at the small starfish in his hand and as he threw it to safety in the sea, he said: "It makes a difference to this one."

Just as the young man followed and watched the more senior man on the beach, you may well consider following _____s footsteps as chapter president.

Additionally, as a new chapter, you'll want to help to ensure that your members are active and engaged in chapter activities, and that they don't become stranded on the beach, like the starfish ... YOU can make a difference in your members' IAAP involvement, _____ ... Determine what their needs are ... then, just as the man in our story, help them to safety, where they'll flourish and grow – both personally and professionally, through effective chapter programming.

As your keepsake of this afternoon's installation, I'd like to present you with two small gifts: the first, is this RING ... which I'll refer to as an ENGAGEMENT RING! Let this be your reminder this term to focus on member engagement as you pull together your chapter programming for the _____ - _____ IAAP term.

Second, is this journal, which holds a motivational thought, written by Dr. Maya Angelou ... “Only as high as I reach can I grow ... Only as far as I seek can I go ... Only as deep as I look can I see ... Only as much as I dream can I be.” This keepsake represents your journey one day to your chapter's presidency ... and will serve as an excellent place in which to record the knowledge you'll gain and the plans you'll want to start formulating in the event you DO support your chapter in this role. Dream BIG, _____ ... and you will achieve great things! (PRESENT GIFTS AND PIN)

As I mentioned earlier, as Vice President, you are primarily responsible for chapter programming, as well as any additional duties that may be prescribed by Chapter, Division or International Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability?

And last, but certainly not least ... _____, _____ Chapter President, please step forward.

_____, I'm really so honored that you've given me the opportunity to install your board. As you probably know, IAAP isn't new to _____ ... she's been involved for several years, which will definitely serve as an advantage as you begin your new chapter ... she knows this association's structure and just what IAAP can do for its members! _____, I've saved one of my favorite stories for you... it's from one of our local newspapers, where each year local students submit articles to show their artistic and creative writings. This poem was written by one of those students (Kelly Park, a student at Raytown South Middle School) and it's entitled “Today May Be Your Day”

A little boy said to a bullfrog as he stood down by the pond,

“I wish I had a voice like yours, it is so big and strong.”

“Oh, it’s possible,” replied the bullfrog,

“Don’t worry because you’re small,

Yesterday I had a tail and not a voice at all.”

The baby bird, cried to the butterfly as he took a little rest--

“I wish I could fly like you and leave this crowded nest.”

“Oh, it’s possible,” answered the butterfly,

“Don’t weep because you’re small—

Yesterday I was a worm, and had no wings at all.”

The young colt sighed to the little deer

as he stood on wobbly knees,

“I wish I could run like you and frolic in the breeze.”

“Oh, it’s possible,” responded the deer,

“Don’t quit because you’re small--

Not long ago I wobbled, too,

and wasn’t fast at all.”

The newborn hamster whimpered to the Dalmatian,

“My skin’s so pink and bare—

I wish I had pretty spots like yours,

I don’t have any hair.”

“Oh, it’s possible,” barked the Dalmatian,

“Don’t lose hope because you’re small—

Not long ago my fur was white, I had no spots at all.”

The baby ostrich said to the giraffe that towered to the sky--

“I wish I stood tall and proud like you, I’m just a little guy.”

“Oh, it’s possible,” encouraged the giraffe,

“Don’t give up because you’re small—

A while ago this neck of mine was hardly there at all.”

The tadpole said to the rabbit, "I will NEVER hop like you."
The little boy just smiled, because he knew it wasn't true.
Then he shared the words of wisdom
that the bullfrog shared with him,
The tadpole felt much better and his hope returned again.

So if your dreams are fading and seem so far away--
NEVER stop believing, for today may be your day!

_____, today's YOUR day ... and I encourage you to work like you don't need the money
... love like it's never going to hurt ... take time to smell the roses ... and dance like nobody's watching!

As your gift, I selected a couple of things ... first, as a reminder of the Bullfrog's words of wisdom, this book, called "The Meaning of Life" ... it's a delightful story about perspectives – full of questions and answers that I really think you'll enjoy. And I've also selected this shadow box, with the words of Marjolein Bastin, "A nest filled with eggs – a gentle reminder that nothing is more beautiful than a new beginning." ... and I hope this will remind you of the hard work and dedication you've put forth in order to realize this "new beginning" for the _____ Chapter! (PRESENT GIFT AND PIN)

Your obligations as Chapter President are to preside at all meetings, to appoint committees, to serve as chairman of your board of directors and to perform any other duties required by the Chapter, Division and International Bylaws & Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability?

To ALL of the _____ Chapter officers ... The membership of the _____ Chapter has bestowed upon you the privilege and the responsibility to direct and guide this Chapter during the coming year.

Being an officer is not only a position of authority, but also a position of service to our association and our profession. As leaders, you must have foresight, patience and courage, remembering at all times the IAAP mission of promoting the competence and recognition of the profession and representing the interest and welfare of persons working in and preparing for administrative and related positions.

Will each of you accept the responsibilities associated with your office, and promise to carry out your duties to the best of your ability? (I will)

As an executive board, will you collectively accept your obligations and promise to uphold decisions in the best interest of IAAP? (We will)

I have one last story now ... and I have shared this one often, because it's so appropriate ... this one is for all of you in this room. And it goes like this:

I used to have a comfort zone where I *knew* I couldn't fail,
The same four walls and busy work were really more like jail.
I longed so much to do the things I'd never done before,
But stayed inside my comfort zone and paced the same old floor.

I said it didn't matter that I wasn't doing much.
I said I didn't care for things like pins, awards, and such.
I claimed to be so busy with the things inside the zone,
But deep inside I really wished for a victory of my own.

I couldn't let my life go by
just watching others win.
I held my breath and stepped outside
to let the change begin.

I took a step with much more strength
than I'd ever felt before,
I kissed my comfort zone good-bye
and closed and locked the door.

If *you* are in a comfort zone,
afraid to venture out,
Remember once *all* winners
were also filled with doubt.

A step or two, and words of praise,
can make your dreams come true.
Just greet your future with a smile ...
success is there for YOU!!

This story is special ... because it's the story of those of us who have chosen to become actively engaged in the opportunities membership in IAAP affords us. We know the importance of stepping outside our "comfort zone" ... and the value received from that involvement. And we've reaped the benefits of personal and professional development and the incredible number of friendships we've gained through this association.

To all _____ Chapter Members ... YOUR support is necessary if these officers are to effectively serve and lead your chapter. Will you now pledge to them your loyalty and active assistance in carrying out their duties? (We will)

We are honored to have the _____ Division Board with us this afternoon ... the Division is the “next” level of our association, and they serve as our chapters’ direct link to the International Board of Directors. _____ will work closely with the _____ Division President, and your chapter will be assigned a Division Board member as your chapter liaison, as well. We are fortunate to have _____ with us for your chapter’s chartering/installation! Thank you for being here!

I’m also delighted to see so many _____ Division members attending ... _____ Chapter is your sponsoring chapter, and they stand ready to assist you in any way, whether that’s with the preparation of your chapter’s Bylaws & Standing Rules, chapter programming ideas, community involvement recommendations ... please don’t hesitate to let us know your needs, and we’ll do our best to assist you. _____ Chapter, thank YOU for being with us this afternoon!

It’s been my “GOOD FORTUNE” to serve as the installing officer for your _____ - _____ Chapter officers ... and I encourage you to step “out of the box” and experience the world of opportunities that await you outside of your zone! Through your involvement, you, too, will find much “good fortune!”

It is now my privilege to declare the _____ - _____ Chapter officers of the International Association of Administrative Professionals duly installed. Congratulations ... and may this year provide each of you with much good fortune!

FIELD OF BAMBOO NEW STUDENT CHAPTER OFFICERS INSTALLATION

Submitted by Kay Enlow CPS/CAP, 2005/2006 International President

Good morning/afternoon/evening! I'm truly honored to stand before you as the _____ Chapter begins their association with IAAP. Before I install your new chapter officers, I'd like to share a short story with you about a field of bamboo.

Once upon a time, a young woman decided she wanted to plant a field of bamboo, so she worked very hard to prepare the ground where she would plant her field, making sure the soil was rich and full of all the right nutrients. She carefully planted each row within the field, then watered and fertilized the soil as needed. After the first year, the bamboo had grown to the height of about 4" ... and it was a beautiful field! She was pleased!

For the next year, the young woman continued to give attention to her field of bamboo ... cultivating the weeds, watering, adding the proper nutrients and fertilizers to the soil, and at the end of the second year, the bamboo remained only about 4" tall.

Not to be discouraged, the young woman again cared lovingly for her bamboo field ... continuing to water the ground as needed, cultivating the weeds, and adding just the right nutrients to ensure growth. But at the end of the third year, her bamboo shoots still stood only 4" high.

Again, throughout the fourth year, the woman worked the land ... to care for and nurture her precious field. And yet, at the end of the fourth year, the bamboo had grown no more! But oh, it truly WAS a beautiful field ... maybe not the tall, sturdy shoots she had hoped for, but her field seemed strong, just the same.

So once again, throughout the fifth year, the young woman gave devoted attention to her bamboo – turning the soil around the delicate plants and cultivating the weeds, watering and lovingly adding the nutrients she was sure would help her bamboo field grow. And at the end of that fifth year, the young woman's field had exploded with growth, giving way to tall, hearty bamboo shoots ... her field was truly magnificent.

You see, all along, the young woman KNEW that it takes bamboo five years to reach its full stage of development ... every year during the process, it was the ROOTS that were developing and growing strong, so that they could bear the weight of the bamboo shoots when they reached their full growth.

I tell you this story, because your new chapter is now in the process of planting its bamboo field ... and I challenge each of you to aide in the development of your chapter's ROOT SYSTEM! As a "student" chapter, you are a bit unique ... your members will come and go as their class schedules permit. But you STILL have the opportunity, as charter members of this chapter, to plant the seeds for future growth! How exciting ... know that YOU have an impact in the future of this chapter – for many years to come. Will you choose to nurture and grow your members?

As I install your _____ - _____ officers, I want to challenge EACH of you to help your chapter's leadership team with _____ Chapter's field of bamboo ... help by offering personal and professional development to your members to cultivate the backbone of your chapter – its members ... and add the nutrients to strengthen your field further – new members. And provide the care to your field (your chapter) that comes through networking and working together as a team.

And now, it's my honor to install your _____ - _____ chapter leadership team. As I call your name, please come forward and line up, by office, to my right.

Chapter Treasurer: _____

Chapter Secretary: _____

Chapter Vice President: _____

Chapter President: _____

The membership of the _____ Chapter of the International Association of Administrative Professionals has bestowed upon you the privilege and the responsibility to direct and guide your chapter during the coming year.

Being an officer is not only a position of authority, but also a position of service to our association and our profession. By electing you as chapter officers, the members have confidence that you will unselfishly serve and conduct the business of this chapter in accordance with the International, Division and Chapter Bylaws & Standing Rules. You are charged with these responsibilities.

As leaders, you must have foresight, patience and courage, remembering at all times the IAAP mission of promoting the competence and recognition of the profession and representing the interest and welfare of persons working in and preparing for administrative and related positions.

Will each of you accept the responsibilities associated with your office, and promise to carry out your duties to the best of your ability? (I will)

As an executive board, will you collectively accept your obligations and promise to uphold decisions in the best interest of IAAP? (We will)

I'd like to present each of you with a little memento, representing the responsibilities of the office you hold.

_____, as chapter treasurer, it's your responsibility to maintain the chapter's financial well being by communicating with your members and the appropriate committees. As implied in your plaque, the communication you establish as your chapter's first recorder will establish a significant precedent for years to come.

_____, as chapter secretary, it's your responsibility to keep accurate minutes of chapter meetings and to keep the membership up-to-date on the status of chapter finances. Your plaque, "COMMUNICATION" reads, "Communication is the secret to success ... pass it on." I challenge you, as secretary, to maintain, record, publish all meeting minutes, and initiate correspondence on behalf of the _____ Chapter. As implied in your plaque, the communication you establish as your chapter's first recorder will establish a significant precedent for years to come.

_____, as Vice president during your chapter's maiden voyage, it will be critical for you to literally shadow your chapter president throughout the year to prepare you for your term in just a short while. And while you're learning, continually offer your assistance and encouragement to your president! Your plaque, "RISK," reads, "A ship in the harbor is safe ... but that's not what ships were made for."

As you pursue the duties of your office, _____, step out of that safe "harbor" and "sail" _____ Chapter into the vast new worlds of personal growth, professional development, and the extraordinary networking opportunities that you'll find available through membership in our association.

_____, as Chapter President, your primary responsibility is to encourage and develop both your board and the membership of this chapter. Personally, I find the best way to do this is through enthusiasm and delegation. Don't try to take on the challenges of chapter president on your own ... DELEGATE whenever possible to the appropriate officer, committee chair, or member. It's succession planning ... and truly the only way you will ever develop your members into taking on the leadership positions in years to come. It's also the foundation of "TEAMWORK" ... which is the essence of your plaque ... it reads, "TEAMWORK – Never doubt that a small group of thoughtful, committed people can change the world. Indeed. It is the only thing that ever has." _____,

YOU have the opportunity to literally "change the world" for your members ... I know involvement in IAAP has changed mine, and I'm sure, through the teamwork you develop over these next months, it will change YOURS, too!!

As you begin your term as leaders of your chapter, remember to have fun, work together to achieve your chapter's goals, and approach this next year with a positive attitude and ENTHUSIASM!

Members, your support is necessary if these officers are to effectively serve and lead this chapter. Will you now pledge to them your loyalty and active assistance in carrying out their duties? (We will)

It's now my privilege to declare the _____ - _____ _____ Chapter officers of the International Association of Administrative Professionals duly installed. Congratulations ... and have a SUPER FANTASTIC year!!!

GIFTS OF CANDY INSTALLATION OF OFFICERS

Submitted by Nancy Upchurch CPS/CAP, 2000/2003 RTF Chairman

PROPS: Candy bars such as: Hershey's Candy Kisses, Hershey's with Almonds, Nestle's Crunch, \$100,000, Whatchamacalit, Bit of Honey candy, Life Savers candy, Almond Joy

The installation of Chapter/Division officers is always significant because these people have accepted very responsible positions in the _____ Chapter/Division and will devote themselves to promoting the welfare of the members in your chapter.

While this is an important ceremony, it need not be a solemn occasion. I have a gift for each officer as I install them that I believe will have a special meaning. As I call your name, please join me at the front of the room.

Chapter President – _____

Chapter Vice President – _____

Chapter Secretary – _____

Chapter Treasurer - _____

Treasurer - _____ – You have been elected to serve as Treasurer, which office, in addition to financial ability, demands personal integrity, a quality your chapter members saw while electing you to the office. Your duties will be to oversee the funds of your chapter, to keep proper records and to distribute them upon proper orders. A sound financial foundation is necessary to the healthy life of every organization and you have been elected to maintain such a foundation in this organization. As custodian of the funds of this organization, you will be responsible for all the money - this will see that there is always a balance. (\$100,000 candy bar)

Secretary - _____ – The job of secretary is one of the most difficult of duties. It is your duty to keep a careful and accurate record of the activities of the club and preserve the records for further reference. In your hands is placed the success of this group. Your duty to keep accurate records of the _____ Chapter business will keep you busy, but if you're careful with taking minutes, you won't have to get home after a meeting and think, "Now, whatchamacalit made what motion?" (Whatchamacalit candy bar)

Vice President - _____ – You have been elected to serve your chapter as Vice President. As next in office to the President, you become her understudy. In her absence or incapacity, you may be asked at any time to step in. Please give careful attention to what I am about to say to the elected President and consider the remarks as being addressed to you as well. As vice president, you will offer support and assistance to the president, and in a crunch may be called on to preside at a meeting. (Nestle’s Crunch candy bar)

President - _____ – It is a pleasure to welcome you as the elected president of the _____ Chapter. You are the most highly honored of all its officers and have been given the highest authority and heaviest responsibility.

Presiding at meetings is the easiest and least of your tasks. But even to this easiest part, you must give careful preparation and ardent attention.

(Hershey’s with Almonds candy bar) This has long been recognized as the leader of candy bars, just as you will be looked to by the _____ Chapter members for leadership this year... and you will notice that this is the Hershey’s with Almonds, because you have to be a little nutty to take this job!

Although these people are not elected positions, _____ (Division or International Officer) and _____, Chapter/Division Parliamentarian, please join us.

_____ – As parliamentarian, your role during a meeting is a consultant, who advises the president and other officers, committees, and members on matters of parliamentary procedure. BUT, you can be a life saver when questions arise about proper procedures. (Life Savers candy)

_____ – it is fitting that you join us to signify the cooperation necessary between the _____ Chapter/Division leadership and the association. It requires members at all levels working together to create an atmosphere that will provide quality education, networking, and professionalism for all members. Please accept these “candy kisses” for you and the members to share. (Hershey’s kisses)

The success of the _____ Chapter/Division does not depend upon any one of you, individually, but upon all of you, collectively. As you each seek to give your best to the chapter/division, I urge you also to seek the best from your chapter/division members.

In accepting these positions of responsibility, will each of you fulfill the duties of your office to the best of your ability? If so, answer "I will".

You have heard the pledge of these officers as your chapter/division leaders. As members, do you likewise pledge to them your loyalty and support? If so, answer "I will".

May this opportunity for service unite the forces of chapter/division, work, and community and bring all of you the joy (Almond Joy) found in working together for a common purpose: to promote the mission, vision, and objectives of IAAP.

I now declare the _____ / _____ Chapter/Division officers duly installed.

Please welcome your newly installed officers.

GIVE A HOOT

Submitted by Nancy Upchurch CPS/CAP, Union Colony Chapter, Greeley, Colorado

This service likens the distinctive duties of an organization's officers to the characteristics of particular endangered animals. When officers fulfill their various tasks, they contribute to the preservation of their chapter. Capable leadership is necessary in order for an organization to flourish and grow.

As a memento of the event, give each officer a magnet of their endangered animal. The animals used include an elephant, a beaver, an owl, a parrot, a dolphin, and a bald eagle. Earth and nature stores are a good place to begin in your search for magnets. They can also be found in specialty shops and gift stores. This suggestion requires time to shop and browse, but should be relatively low-priced.

Another gift suggestion is to give each officer a picture of their endangered animal. Go to garage sales, flea markets, rummage sales, and used bookstores to find books, or magazines, that have pictures of the appropriate animals. Once the pictures are found, cut them out, and glue them on to a piece of construction paper. Necessary supplies, other than the pictures, include construction paper, scissors, and rubber cement. Although this idea is economical, it will require a time commitment.

An endangered species poster is a third possibility. Posters of this kind can be found in earth and nature stores. If possible, select posters that have the animals mentioned in the ceremony. This remembrance will probably be more costly than the other two.

This solemn ceremony is about 15 minutes in length and can be used for any group. It would be an ideal service for an environmental organization, or a nature chapter. The script and gifts should be prepared in advance.

INSTALLATION CEREMONY

Over the years, numerous species of animals have faced the threat of becoming extinct. Causes have included society's carelessness, as well as mother nature's fury. However, since the 1970's, measures have been taken to combat this problem through legislation and education of the populace.

Although the officers in this organization do not face extinction, the decisions they make, while in office, do affect this chapter's future. If they choose to fulfill their various duties and tasks, a chapter is preserved and kept off of the endangered list. An organization will thrive and grow under competent leadership.

Tonight, the officers of the _____ Chapter will be installed using an endangered species theme. Each animal mentioned has unique characteristics that can be compared to the responsibilities of a particular office. Will the newly elected officers please come forward? (Have the officers line up with the treasurer first.)



The animal that represents the treasurer is the Asian elephant. (Give the gift to the officer.) Known as the largest living animal on land, an elephant is a fast learner and has an excellent memory which is utilized in its journeys over extensive areas.

_____, as treasurer, you are in charge of your chapter's finances and will learn many new skills. Some of your duties include collecting dues, paying bills, and giving a monthly financial report to your chapter. Like the elephant, may your memory assist you in your journey as treasurer.

The animal that represents the corresponding secretary is the European beaver. (Give the gift to the officer.) A beaver always appears to be working. Instinctively, it builds dams and lodges even if there is no place for another one, and it gathers food to store even if it has more than enough.



_____, as corresponding secretary, you are in charge of your chapter's correspondence. You will be busy writing, collecting, and storing letters and notes. Like the beaver, may your various tasks become instinctive.



The animal that represents the secretary is the spotted owl. (Give the gift to the officer.) A symbol of wisdom, the owl has very large eyes and sensitive hearing. Over land, it can fly quickly and noiselessly, an attribute that helps in the capture of prey.

_____, as secretary, you are in charge of your chapter's history. You will need sensitive hearing in order to keep accurate minutes of each meeting. Your minutes tell your chapter "who" said what and "who" did what. Like the owl, may you exhibit wisdom as your pen flies quickly and noiselessly over paper.

The animal that represents the second vice-president is the Australian parrot. (Give the gift to the officer.) Numbering around 315 different species, parrots are a noisy bird that can become tame and taught to talk. These brightly-colored birds are popular pets.

_____, as second vice-president, you are in charge of the program committee. You will learn that there are as many different kinds of programs as there are species of parrots. Guide your committee so that the programs selected for your chapter interest the entire membership. Like the parrot, may your programs add color to your chapter.



The animal that represents the first vice-president is the Amazon River dolphin. (Give the gift to the officer.) Dolphins have an instinctive sonar system that makes it possible for them to locate objects that are in their path. They also have a keen sense of hearing and excellent vision. Traveling in groups of 100 to 1,000 members, they play and hunt together, as well as protect one another.

_____, as first vice-president, you are in charge of the membership committee. On the well-traveled membership road, play and work with your members. Be attentive to their various needs. As the understudy to your president, help detect any obstacles that might be in your chapter's path. Like the dolphin, may your eyes and ears always be alert to chapter members' concerns.



The animal that represents the president is the bald eagle. (Give the gift to the officer.) A symbol of freedom and strength, eagles are considered to be the most powerful birds in the world. Their large wings help them to soar gracefully in the air. Although eagles are courageous birds, they carefully stay away from danger. Eagles are believed to have the keenest sight of all birds, better even than humans.

_____, as president, you are in charge of your chapter's leadership. You have been given great power, but also have great responsibility. Your duties include presiding at meetings, appointing chairmen and committees, following up on chapter matters, and providing encouragement. You must show courage, but also be extremely careful to avoid dangers. Like the eagle, use your keen sight to lead this chapter to new heights where it may soar gracefully under your leadership.

(To the membership.) Members, you also have special attributes that are needed in order for this chapter to flourish and grow. Support your officers, work with them to achieve goals, and help preserve this organization. Remember, only you can keep this chapter off of the endangered list.

GOODY-BAG CHAPTER OFFICERS INSTALLATION

Submitted by Debra L. Brown CAP/PP, Denver Downtown Chapter

Props: One of each for each officer: Goody Bag, Plant, Money (small change), Glue, Ruler, Rubber Band, Hershey Kisses

Thank you for inviting me to be a part of this very important event, the installation of your incoming board.

As you all know, _____ (name of organization) is _____ years old this year and the _____ Chapter was chartered in _____ making it _____ years old.

For _____ years, the members of this chapter have been promoting the purposes of our organization, which are to inspire and equip all administrative professionals to attain excellence.

Our heritage is one that we can be proud of----- but we also know that there is much work to still be done.

Most people today are ill-equipped ---- whether they are members of an organization or leaders of an organization---- to handle the area of professionalism.

We still have our work cut out for us----- to elevate the standards of all administrative professions and to promote their working relationships with management through continuing education, local, regional and international programs, and publications.

There are basically two kinds of people-----givers and takers.

Takers: are most concerned about “what’s in it for me”. They look out for #1.

Givers: know “the more I give, the more life gives back to me”. We make a living by what we get but we make a life by what we give.

The highest reward for our effort is not what we get out of it but what we become by it.

Chapter officers are constantly giving of their time, energy and talent. Thank you for the work you have already done and for the work you will continue to do in the coming year.

I would like to give each of you “ a goody bag” to remind you of the qualities you will need as leaders.

Please open your goody bag and let’s explore its contents.

1st -- roots:

This plant is to remind you that you continue a very proud heritage. Be mindful and proud of our organization’s past accomplishments.

2nd – change:

The coins in your bag symbolize two things.

1. The only thing that is constant is change and change will happen whether you’re in control or not. You are the change-masters who will work to bring about positive, needed change for your unit. There are 3 types of people, you know-----

----those who **make** things happen;

----those who **watch** things happen and

----those who **wonder** what happened.

Make things happen!

2. This change also represents the only pay you will receive in your volunteer position.

3rd—glue

Stick to your vision and the basic purposes of our organization.

Persistence is stubbornness with a purpose. Remember a diamond is just a piece of coal that stuck with the job.

4th ---ruler

Leaders must be able to measure their success and advancement toward their goals in small increments. Don’t let small setbacks get you down.

It’s better to make some mistakes **doing something** than to make no mistakes doing nothing. Perfection is neurotic and unattainable----even if you fall flat on your face, you’re still moving forward.

5th --- rubber band

Be flexible and creative. There’s always more than one way to get the job done. Be receptive to new ideas. Alvin Toffler said: “The third wave leader ‘has strength, not in assertiveness, but in the ability to listen’.”

6th --- Hershey kisses

As leaders you will be responsible for making other feel appreciated and often-times your efforts will be overlooked. Be prepared to pat yourself on the back from time to time and know that we all appreciated what you are doing.

You now have your “goody bag” and you now are duly installed as officers of _____
Chapter.

Go forward and have a great year.

INSTALLATION OF OFFICERS/CHAPTER

Oasis Chapter, AZ-NM-NV Division IAAP

Installing Officer, Addressing Membership:

The installation of officers gives each of us the opportunity to reaffirm our obligation to uphold the goals, values and mission of our Association.

When we joined IAAP, we knew our membership offered opportunities to grow intellectually and professionally, and to exchange ideas with others having similar interests. And with these opportunities came responsibility...responsibility to abide by the International, Division and Chapter Bylaws and Standing Rules; to continually strive for accomplishment of association objectives; and to serve in any capacity that will best promote the interest of the association.

Although the success of the _____ Chapter is dependent upon the combined efforts of all members, it still requires those who are willing to serve in leadership roles as chapter officers.

Installing Officer, Addressing Officers:

Will the newly elected members of the Board of Directors of the _____ Chapter of the International Association of Administrative Professionals please come forward as your name is called.

_____, Treasurer – the obligation of guarding the Chapter's funds is yours. You shall perform the normal duties pertaining to the office of Treasurer and perform any other duties required by International, Division and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, as Secretary, you are responsible for keeping accurate records of the proceedings of the Chapter. It is, also, your duty to carry on correspondence as instructed by your Chapter Board of Directors. You shall perform whatever additional duties may be prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, Vice President – you must be ready at any time to assume the duties of the President-elect or President, should vacancies occur in those offices. As Vice President, you shall serve as chairman of the Programs Committee and ensure informative monthly programs. You shall perform any other duties prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, President-elect – you must be ready at any time to assume the duties of the President. You shall perform the normal duties pertaining to the office of President-Elect and shall perform any other duties prescribed by the Chapter bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, to you has been given the highest honor that members of _____ Chapter can bestow. By electing you as President, the members have conferred upon you the leadership of the Chapter.

Your obligations are to preside at all meetings, to appoint committees, to serve as Chairman of the Chapter Board of Directors, and to perform any other duties required by International, Division and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

Officers, the membership has bestowed upon you the privilege and the responsibility to direct and guide the chapter during the coming year. As leaders, you must have vision, you must always set the example, you must have confidence and you must take responsibility.

As a board, will you collectively accept your obligations and promise to uphold decisions in the best interest of IAAP and the _____ Chapter? (we will)

Members, your support is necessary if these officers are to effectively serve and lead the _____ Chapter. Will you now pledge to them your loyalty and active assistance in the fulfillment of their responsibilities? (I will)

I declare you the duly installed officers of _____ Chapter of the International Association of Administrative Professionals and ask that you assume your duties. Congratulations!

INSTALLATION OF IAAP OFFICERS

Will the newly elected members of the Board of Directors of the International Association of Administrative Professionals/_____ Division/_____ Chapter please come forward as your name is called? (Read office, name, and brief biographical sketch as each one comes forward.)

The membership of the International Association of Administrative Professionals has bestowed upon you the privilege and the responsibility to direct and guide our association during the coming year.

Being an officer is not only a position of authority, but a position of service to your association and our profession.

By electing you as (Division/Chapter) officers, the members have confidence that you will unselfishly serve and conduct the business of this association according to the International Bylaws and Standing Rules. You are charged with these responsibilities.

As leaders, you must have the foresight, patience and courage, remembering at all times the IAAP mission to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

Will each of you accept the responsibilities associated with your office and promise to carry out your duties to the best of your ability? (response 'I Will').

As a board, will you collectively accept your obligation and promise to uphold decisions in the best interest of the International Association of Administrative Professionals? (response 'I Will').

Members, your support is necessary if these officers are to effectively serve and lead this (Association/Division/Chapter). Will you now pledge to them your loyalty and active assistance in carrying out their duties? (response 'We Will').

I now declare the (_____ Division/_____ Chapter) officers of the International Association of Administrative Professionals duly installed.

KEYS TO SUCCESS INSTALLATION

Submitted by Candy W. Daniels CAP, 2000/2001 International President, and Ollie Jo Bozeman CPS/CAP, 2002/2003 International President

PROPS: Keys (cutouts or otherwise) denoting each position.

It is my pleasure to be here this evening (afternoon/morning) to install the ____/____ officers of the _____ Chapter of the International Association of Administrative Professionals.

We welcome new leadership and enter the new year together with those who will lead and those who will follow.

_____ Chapter officers, as your name is called, please come forward and line up starting on my right to left.

- Treasurer: _____
- Secretary: _____
- Vice President: _____
- President-elect: _____
- President: _____

Installing new officers is like opening new doors of opportunity and service to our chapters, the organization, and our members. In order to open these doors, we need the proper keys – keys made to fit the proper lock, which will enable us to step into an environment of success. The installation of the officers of the _____ Chapter gives each of us the opportunity to reaffirm our obligation to uphold the ideals and purposes of our association.

_____, Treasurer, your key is that of trust. It is a very important one. You will use this key to open the treasury to its many uses. The handling of funds is a great responsibility. In electing you to this office, the members have expressed their confidence in your ability as well as your high level of integrity. In this office, you will maintain accurate records of the finances of the _____ Chapter and submit reports to the members.

The obligation of guarding the division funds is yours. You will perform the normal duties pertaining to the office of treasurer and perform any other duties required by chapter, division and international bylaws and standing rules.

_____, do you pledge trustworthiness in fulfilling the office of treasurer?
(Answer – I do.)

_____, Secretary, your key is faithfulness. It denotes the attribute most necessary for the adequate performance of the duties of your office. You must be faithful in the recording of business matters and faithful in the compilation and keeping of the minutes for the permanent record of the _____ Chapter. It is also your duty to carry out correspondence as instructed by your board of directors and to perform additional duties that may be prescribed by your chapter, division, and international bylaws and standing rules.

_____, do you accept the office of secretary and pledge to be faithful in fulfilling its required duties? (Answer – I do.)

_____, Vice President, your key is dedication. With this key, you will dedicate yourself to the service of the _____ Chapter and dutifully carry out the trust of this office. You shall perform the normal duties pertaining to the office of vice president and shall perform any other duties prescribed by the chapter, division, and international bylaws and standing rules.

_____, do you pledge dedication as you assume the duties of vice president?
(Answer – I do.)

_____, President-elect, your key is loyalty. It is your duty to assist and cooperate in every way possible to carry out the functions of the _____ Chapter. You will need to stand ready at all times to assist the president with his/her duties and to perform any other duties prescribed in the chapter, division, and international bylaws and standing rules.

_____, do you accept the responsibilities of the office of president-elect and pledge your loyalty to fulfilling these duties? (Answer – I do.)

_____, President, to you is given the master key for the coming year. You have shown your ability to use this key effectively. Trusting it to your care is the highest honor your members can bestow upon you. It also carries with it great responsibilities. Your obligations are to preside at all meetings, appoint committees, serve as chairman of the board of directors, and perform any other duties as required by chapter, division, and international bylaws.

It requires your wholehearted, earnest effort. Upon you falls the task of putting into action the _____ Chapter plans and securing the maximum active participation from the entire membership.

_____, do you accept the responsibilities of the office of president and keeper of the master key? (Answer – I do.)

And now, to you, the members. These keys alone would be of little value without the harmonious use of the key that each member has in his/her possession – the key of cooperation. I entrust one of these keys to each of you as a symbol of this pledge from the membership to our new officers and to each other. These keys are in the hands of those you have elected to use them wisely. Future assessment will disclose our success in using the keys of trust, faithfulness, dedication, loyalty, and cooperation, expressed through the master key. As we stand on the threshold of a new year, I charge you to use them generously.

Members, do you pledge your support and cooperation? (Answer – We do.)

I now declare the ____/____ officers of the _____ Chapter duly installed. Congratulations. Members, I present your Chapter officers. Thank you, Madam President. This concludes the installation ceremony.

MERCHANTS OF LIGHT INSTALLATION

Submitted by Nancy Upchurch CPS/CAP, 2000/2003 Retirement Trust Foundation Chairman

There is an old legend concerning Utopia. In this legendary country, a special department was set up. The members of this special commission were called 'Merchants of Light.'" They explained it thus: Our department is maintained to promote a commerce of a sort --- not for gold, nor for silver, nor for fine spices, nor for rare perfumes, but to carry understanding to God's first creature, Man, and thus they called us "Merchants of Light."

And so I call you, the newly elected officers and members of this organization, "Merchants of Light," for your avowed purpose is not for gold, nor for silver, nor yet fine spices, nor rare perfumes, but you deal in such merchandise as to promote the study of parliamentary law, to further interest in parliamentary law in both public and private schools, and to lend aid and strength to the parliamentary activities of your members. Insofar as you do this, you are "Merchants of Light."

Will the newly elected officers come forward in order as I call your name:

- Treasurer _____
- Corresponding Secretary _____
- Recording Secretary _____
- Vice President _____
- President-Elect _____
- President _____

_____, Treasurer: Do you promise to take care of the financial affairs of this organization with speed and exactitude; to have at all meetings, a complete and correct financial report; and lend to the president your help and support? (Answer: I will)

_____, Corresponding Secretary: Do you promise to answer all correspondence promptly and carefully, knowing that the organization will be judged by your contact with the general public and promise to fulfill your duties cheerfully, without complaint, and to assist the president whenever called upon?

_____, Recording Secretary: Do you promise to fill the office of secretary with discretion, knowing that the welfare of the organization depends upon the accuracy and punctuality of your work and at all times fill the office to the best of your ability? (Answer: I will.) Your loyalty and steadfastness will always be at the command of the assembly and the president.

_____, Vice President: Do you promise to assume any duty the president may request of you and to act in his/her place with strength and encouragement should the necessity arise? (Answer: I will.)

_____, President-elect: As second in command, do you promise to fulfill your duties so that you may be a source of strength and support to the president and, in the absence of the president, perform the duties of his/her office without complaint and to the best of your ability? (Answer: I will.)

_____, President: Do you promise to perform the duties of the office of president, preside impartially and conform to the bylaws and see that the bylaws are enforced to the best of your ability? (Answer: I will.)

MIRROR INSTALLATION

Taken from the National Parliamentarians Installations Reference Book

PROPS: *One small mirror for each officer.*

Will the newly elected ____/____ officers of the _____ Chapter please come forward as I call your name.

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

The membership of _____ Chapter IAAP has bestowed upon you the privilege and the responsibility to direct and guide your chapter during the coming year. Being an officer is not only a position of authority but also a position of service to our association and our profession. By electing you as _____ Chapter officers, the members have confidence that you will unselfishly serve and conduct the business of this association according to the Bylaws and International Procedures. You are charged with these responsibilities.

To each of you I give a mirror – a reminder that your work shall reflect credit upon you and your fellow workers.

_____, Chapter Treasurer: As treasurer, we realize you should be most exacting in performing the duties of this office. You will carefully handle all money and records of same, depositing the funds in a bank. You will be responsible for the necessary bookkeeping so that the financial status may be verified at all times. To guide the members to new efforts, you must reflect wisdom, principle, and leadership in replenishing the _____ Chapter’s funds through worthwhile activities and calling attention to good and necessary use of the funds.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, Chapter Secretary: I give you this mirror, which will reflect your loyalty and steadfastness to duty. As secretary, you will take care of correspondence as requested. It will be your duty to always be present so that the proceedings of each meeting may be faithfully recorded. Your reflection must reveal an accurate record of the business, the achievements, and the activities of the _____ Chapter during the coming year. You will be writing the history of the _____ Chapter, harmonizing the chapter's support and participation in social, civic, and political affairs.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, Chapter Vice President: Though this mirror is small, it will reflect the image of all that is undertaken by you as vice president. Be ready to assume any duty the president may request of you and to act in his/her place should the necessity arise. The strength and encouragement you give will also reflect in the mirror of the president. Through your cooperative efforts, you can promote activities that will give vitality to our programs and projects, thereby creating adventures in unity of purpose and good fellowship in the _____ Chapter, community, and world of today, which will have long-lasting influence.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, Chapter President: To you I give this mirror, the image therein radiating life and zest while working to make and keep alive the plans and projects of the membership toward worthwhile, successful conclusions. As president, whatever you do or say is important. You will familiarize yourself with the policies and bylaws so that you may preside with ease and impartiality at meetings. Your having been elected as president is the highest honor this group can bestow upon an individual, and the gavel presented to you seals the trust they have in your ability.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

Officers, give to your mirror your best smile, it comes back to you. Give to it a frown, and that too comes back. You and only you can make the picture in your mirror what you want it to be. Like a mirror, you who have been chosen as officers of the _____ Chapter should reflect the image of good conduct, right thinking, and unselfish service.

As leaders, you must have foresight, patience, and courage, remembering at all times the IAAP mission of promoting competence and recognition of the profession and representing the interests and welfare of persons working in and preparing for secretarial and related positions.

As a board, will you collectively accept your obligations and promise to uphold decisions in the best interest of IAAP? (We will.)

And now will all the members of the _____ Chapter please stand. Members, your support is necessary if these officers are to effectively serve and lead this chapter. Without your help, your patience, and your foresight, these leaders cannot succeed. Will you, as members of the _____ Chapter, pledge your loyalty and active assistance in carrying out their duties? (We will.) Please be seated.

I now declare the ____/____ officers of the _____ Chapter of IAAP duly installed. You are asked to assume the duties of your office. Members, I present your chapter officers. Thank you, Madam President. This concludes the installation ceremony.

ORCHESTRATE SUCCESS INSTALLATION

Submitted by Sharon Hunvald CPS, 2005/2006 Colorado-Wyoming-Montana Division President

Props: *Orchestrate Success Cards (found at the end of this installation)*

Orchestrate Success presents an opportunity for everyone to achieve success. Music paves the way for inspiration and creativity.

Congratulations on completing your _____ year as a _____ Division Chapter.

The Sound of Music has reverberated through the air as you created the synergy and musical sounds of Do Re Me.... You have done a fabulous job in choreographing your symphonies – created your Bylaws and Standing Rules, a movement in itself, and solved problems together, created new friendships, and enjoyed working together.

Will the outgoing officers, please come forward as I call your name:

- _____ – President
- _____ – Vice President
- _____ – Secretary
- _____ – Treasurer

Ladies, I present each of you with this Clef. It is symbolic of your duties as Immediate Past Officers. Clefs are placed on the Staff to locate the position of one note, from which the positions of other notes are determined.

There will be occasions when your experience and knowledge will be needed to help your chapter surmount a difficult passage. We will look to your guidance, and we know you will see that our orchestra carries a tune of cooperation, friendship, and harmony.

You are to be commended for the manner in which you fulfilled the duties and obligations of your offices, on behalf of your Chapter, the _____ Division, and IAAP.

Volunteering, working, balancing our personal lives is not easy – the beat begins and accelerates, but we reverberate and pick up the tempo when we need to and experience a Colorado Rocky Mountain High.

Please accept this Certificate of Recognition for your service to the _____
Chapter and the _____ Division. You may be seated.

In order for a Chapter to function effectively, there must be harmony among the officers as they
Orchestrate Successes in ____/____. They do so by Keeping it Successfully Simple (KISS) and
with FUN (Foundation, Unity, Networking) as they harmonize and come together as instruments hitting
the right notes in an orchestra. Music is in the hearts of those who accept the responsibilities of
leadership.

Tonight let us organize for this purpose our great symphony orchestra.

Will the newly elected officers of the _____ Chapter, please come forward as I
call your name.

President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

_____, Treasurer, please step forward.

As treasurer, you are the trumpet in our symphony. The trumpet is one of the oldest of instruments.
China ascribes the greatest antiquity to it. The Hebrew prophets were familiar with it, and held it partly
responsible for the fall of Jericho. Its importance is mainly in its tremendous volume. This instrument
has become a favorite of royalty.

The trumpet is the fitting symbol of the Treasurer for it is the duty of the Treasurer to trumpet the
financial reports of the Chapter; and, even as the trumpet's sound must be clear and distinct, just so
must the records of our money be informing and understandable. The trumpet player may not make
many appearances in the performance of a number, but the appearances she does make are
important.

We give you this trumpet as a symbol of your responsibility.

_____, Secretary, please step forward. As secretary, you represent the flute. The flute has few overtones and not much vibrato, its tone is one of unusual purity and sweetness. The difference in tone in the upper, middle, and lower registers give it meaning and expression.

As secretary, your duty is to record all the melodies of the chapter, the achievements, and the activities of the HP Chapter in the range of the sweet sounds they deserve.

We give you this flute as a symbol of your responsibility.

_____, Vice President, please come forward. As Vice President, you are the violin. It is the instrument on which the orchestra depends as a lead instrument in both melody and rhythm. Under the careful instructions of the director, the violin sets the tempo for the other instruments and carries the complete theme of the number. If for some reason, the director finds it necessary to step aside, the violin proceeds to lead the orchestra to a finished performance.

Violin music is good when heard alone, but to add to the grandeur of a performance, the work of the entire orchestra has a wider range, and therefore a broader effect. You, as Vice President, are charged with the responsibility of working in close harmony with the President.

We give you this violin as the symbol of your responsibilities.

_____, as President of your Chapter, you bear the same relation to it that the director bears to an orchestra.

It should not be necessary for the director to play any one of the instruments in the orchestra, but it is very necessary for her to know how each should be played, and to be able to take over any instrument and show the musician how difficult passages in a score should be interpreted.

Then, when each member of the orchestra understands how her part should be performed, the strains of melody flow forth as each musician, in perfect harmony and perfect timing follows the director's leadership.

To produce sweet music, there must be a harmony of thought and action on the part of the whole orchestra.

Your President is qualified to direct you in the task she is about to assume. She has the hit tune “Leaders Guide” passed on to her. But, she also needs your support – because creating new songs and themes takes a team working together.

_____, we give you this baton, as a symbol of leadership.

Now our orchestra is assembled! There exists complete harmony among the members. The performers have filled the places, and the instruments are all in tune as we begin a new year.

As a Board will you collectively accept your obligations and promise to uphold decisions in the best interest of IAAP, the _____ Division, and the _____ Chapter?

Will the members of the _____ Chapter rise: Your support is necessary, if these officers are to serve and lead the _____ Chapter. Will you now pledge them your loyalty and active assistance in the fulfillment of their responsibilities?

I declare you the duly installed officers of the _____ Chapter of IAAP.

Let the music begin! Congratulations!



**President
Baton**

With each movement of the President's baton, a beautiful melody flows forth as each musician, in perfect harmony and timing, follows the director's leadership.



**Keep It Simply Successful and
Foundation, Unison, Networking**



**Secretary
Flute**

The tones of the flute give it meaning and expression. It is one of the most familiar of the wind instruments and always imparts beautiful tones and like the position of secretary the words of success are written



**Vice President
Violin**

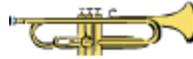
The violin is the lead instrument in both melody and rhythm and with the direction of the director it sets the tempo for the other instruments and if the director should step aside, the Violin proceeds to lead the orchestra to a finished performance.





Treasurer
Trumpet

The trumpet tones are clear and distinct, just as the records of the treasurer must be informing and understandable. When the trumpet's resonance's are heard people come to attention and listen intently as perfect notes are totaled brilliantly in the unison of the Chapter.



Outgoing President
Clef

Clefs are placed on the Staff by helping the orchestra play so successfully its songs of past performances, high pitched in leadership, growth and commitment and without the guidance of our wonderful outgoing president, these beautiful notes could not be choreographed..



PENS INSTALLATION

Submitted by Joyce Teter PRP, Boulder Chapter

PROPS: One pen (and/or pencil) for each officer.

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 organization's history. To ensure that the pages written are positive, the officers must strive to complete their various obligations promptly and effectively. A successful organization is comprised of dedicated leaders.

Today, the officers of the _____ Chapter of IAAP will be given a pen (and pencil) as they are installed. These pens (and pencils) can contribute to the writing of the Chapter'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?

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

(Treasurer first). (give pen) _____, 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 chapter's financial status. Congratulations, and may your mark always be in the black.

(Give pen) _____, as secretary, your pen & pencil will be constantly taking minutes at Board meetings, and general chapter meetings, your minutes are the records of our organization, writing letters, responding to correspondence, and making notations on incoming mail, and you are the keeper of the records. The pages that you write are in the worlds of communication and history. They are the pages that will remind members of their chapter's votes, decisions, and happenings. Congratulations, and may your mark always be in bold script and precise.

(Give pen) _____, as vice president, your pen or pencil will keep you keep a list of chapter projects. Your duties include chairing the Program Committee and assisting your president. As you guide the program committee, may this color yellow remind you of the diversity of your membership and help your committee select a variety of programs for the upcoming year. The pages that you write are in the world of growth through education and learning. They are pages that will assist you in bringing challenging programs to your Chapter members. Congratulations, and may your mark always be diverse.

(Give pen) _____, as president, your pen or pencil will be writing agendas, taking notes, following up on details, making lists, and appointing committees. At times, your pen or pencil 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 is in the world of development. It is a page that will inspire members to reach beyond their past to a new future. Congratulations, and may your mark always be one of encouragement.

Do you, as officers pledge to uphold the objectives and bylaws of the association and perform all duties assigned to you to the best of your abilities?

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

I now declare you duly installed as ____ / ____ officers of the _____ Chapter of IAAP. Madam President, this concludes the installation ceremony.

PLANTS INSTALLATION

*Taken from the National Parliamentarians Installations Reference Book
– Additions by Sharon Hunvald CPS, 2005/2006 Colorado-Wyoming-Montana Division President*

PROPS: *Small green plant for each officer.*

In his book, Plants Are Like People, Jerry Baker lists three important 'Ps' for successful growing: Pride, Persistence, and Patience. He maintains that you must take pride in what you are doing and make it the best you can possibly do.

Persistence is another absolute must for growing success since Mother Nature has a way of punishing anyone who quits in the middle of a gardening job by making it twice as difficult to finish the job when he or she returns.

Patience plays the biggest part in 'growing' - we must be steadfast despite opposition, difficulty, or adversity.

These same Ps can be applied to IAAP. We must take pride in what we do and do the best job we can, no matter how small the task may be. We must be persistent, keeping at it, and not giving up. And finally, we cannot expect results and changes overnight. Successful application of the three Ps should be reflected in the end product, a viable, expanding and forward-moving organization.

Along with the three Ps, Mr. Baker also lists love and encouragement as important ingredients to growth besides the obvious ones of light, water, and nourishment. He advocates communication with plants as a means of showing them love and giving them encouragement. Almost any school science fair in the United States will show some examples of how plants thrive with love and encouragement and wither from their lack.

So we, too, can use love and encouragement to promote growth in IAAP. We can show love by eliminating petty differences and personal dislikes. We can encourage the 'shy' person to get involved, the absent one to attend meetings. And we can use communication as a two-way street by sharing our ideas and listening to the ideas of others. Each IAAP member can apply the three Ps and love and encouragement to help this organization grow. However, it is the officers who must lead the way. May your pride, persistence, patience, love, and encouragement enable your chapter to grow.

_____, Treasurer - the obligation of guarding the Chapter's funds is yours. You shall perform the normal duties pertaining to the office of Treasurer and perform any other duties

required by International, Division and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, as Secretary, you are responsible for keeping accurate records of the proceedings of the Chapter. It is, also, your duty to carry on correspondence as instructed by your Chapter Board of Directors. You shall perform whatever additional duties may be prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, Vice President, you must be ready at any time to assume the duties of the President-elect or President, should vacancies occur in those offices. As Vice President, you shall serve as chairman of the Programs Committee and ensure informative monthly programs. You shall perform any other duties prescribed by the Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, President-elect, you must be ready at any time to assume the duties of the President. You shall perform the normal duties pertaining to the office of President-elect and shall perform any other duties prescribed by the Chapter bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

_____, President, to you has been given the highest honor that members of _____ Chapter can bestow. By electing you as President, the members have conferred upon you the leadership of the Chapter. Your obligations are to preside at all meetings, to appoint committees, to serve as Chairman of the Chapter Board of Directors, and to perform any other duties required by International, Division and Chapter Bylaws and Standing Rules. Will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will)

Officers please accept these plants in reminder of your installation and obligation to the _____ Chapter and the _____ Division of IAAP.

Members, your support is necessary if these officers are to effectively serve and lead the _____ Chapter. Will you now pledge to them your loyalty and active assistance in the fulfillment of their responsibilities? (I will)

I now declare your _____ / _____ _____ Chapter Officers duly installed. Thank you.

POTPOURRI INSTALLATION

Taken from the National Parliamentarians Installations Reference Book

PROPS: One large jar/bottle with lid and enough small jars/bottles with lids for each officer. Outgoing President: rose petals; Treasurer: cloves, cinnamon, and allspice; Secretary: orange blossoms; Vice President: mint; President: oil of roses

It is a personal privilege and an honor for me to install the ____ / ____ officers for the _____ Chapter. The present board has served you well, giving time and talent in the best interest of the chapter. Now comes the time for the administration to pass into new hands, bringing new ideas and fresh enthusiasm, the necessary ingredients for progress. Each new year with its new officers is unique, unlike any before it, and unlike any to come. It is the changing of the guard.

It is the time when those who have carried the responsibility of leadership for the past administration are returned to the ranks. They will always have a very special place in the hearts of the members, and in the records of the chapter for their fine contribution to its progress. Their devotion, many times beyond the call of duty, and their untiring efforts will always be remembered as a grateful membership continues to perpetuate their good works.

At the same time, we are about to induct into office those whom the chapter has elected. They were chosen because of their ability, their willingness to serve, and their interest in the future. As these officers assume their respective offices, it is the duty of each member here to pledge renewed faith in the worthiness of this organization and to promise to help and uphold these new leaders.

Will the newly elected _____ Chapter officers please come forward as your name is called.

Treasurer
Secretary
Vice President
President

_____, the office of treasurer is a very important one, requiring a special skill and knowledge of bookkeeping. As treasurer, you are entrusted with the financial responsibilities of the _____ Chapter.

You will have custody of all funds, prepare the budget, and issue financial reports in an expeditious manner, keeping the chapter informed at all times of its financial condition. Additionally, you will be expected to participate in all chapter business in a timely manner. _____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, as secretary, your duties will include the recording of the proceedings of all chapter meetings as well as the preparation and distribution of the minutes. Communication is a vital lifeline to our understanding IAAP activities. You will be the custodian of this communication lifeline. You shall carry on correspondence as instructed by your chapter board of directors and perform any additional duties as prescribed by your chapter bylaws and standing rules.

You must also participate in all chapter business in a timely manner. _____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, The vice president is the strong right arm of the president. As vice president, you will perform the duties pertaining to the office of vice president and be prepared to step into the role of president at a moment's notice. You should be familiar with the objectives, bylaws, and other rules of the organization and perform any other duties as described by your chapter bylaws and standing rules. _____, will you accept these responsibilities and promise to fulfill them to the best of your ability? (I will.)

_____, you are assuming the leadership of the _____ Chapter. The office of president is the highest honor any chapter can bestow on one of its members. With that honor come responsibilities to be accepted graciously and wholeheartedly.

_____, you should have a working knowledge of parliamentary procedure, be familiar with the objectives, bylaws, and other rules of the organization, and perform any other duties as described by your chapter bylaws and standing rules. _____, will you accept the responsibilities, which your chapter bestows upon you, and promise to fulfill these obligations to the best of your ability? (I will.)

To succeed in having an effective and efficient chapter, it is necessary to have all officers informed at all times, of all chapter business. Each officer should not only be aware of the responsibilities of her own elected office, but also have some knowledge of the responsibilities of the other officers.

Hold fast to our important traditions, but do not be afraid to try new things if you feel they will add to the interest and the progress of this chapter. As you give, so will you receive the immeasurable pleasure of lasting friendships and the inner satisfaction of worthwhile work well done.

By electing you the officers of this chapter, the members have expressed their confidence that you will unselfishly serve and conduct the affairs of this chapter according to the organization's bylaws and standing rules. As leaders, each of you must have foresight, patience, and courage -- remembering at all times our primary objective of promoting and elevating our profession.

As officers of the _____ Chapter, will you collectively accept your obligations and promise to make and uphold decisions, which are in the best interest of the organization? (we will.)

And now will all the members of the _____ Chapter please stand. Members, your support is necessary if these officers are to effectively serve and lead this chapter. Without your help, your patience, and your foresight, these leaders cannot succeed. Will you, as members of the _____ Chapter, pledge your loyalty and active assistance in carrying out their duties? (we will.)

_____ (outgoing president) will you please join us. As a symbol of the new year, I would like to blend a potpourri, with each officer adding her particular qualities and knowledge to produce a distinctive bouquet. A potpourri has a quiet fragrance, not overpowering or domineering. It is a mixture of several kinds of flowers, herbs, and spices.

_____, as outgoing president, you will begin the potpourri with the basic ingredient, rose petals, as a symbol of the love and devotion with which you have served this organization over the past year. From this basic foundation will grow the potpourri for the new year.

_____, as treasurer, you will add cloves, cinnamon, and allspice, as symbols of the confidence and trust, which have been placed in you and the faithfulness with which you will carry out your duties.

_____, as secretary, you will add orange blossoms to symbolize devotion and remembrance, two important qualities you bring to your office.

_____, as vice president, you will add mint to symbolize wisdom. You must be well-informed and ready to assist at all times.

_____, as president, you will add the last essential ingredient, the oil of roses. The essential oil must be used sparingly – too much and it is impossible to remove – too little and the potpourri fragrance will fade. It is up to you to use just the right touch in all your relationships with officers and members alike. To you, I present this potpourri to keep for the next six weeks in a warm, dark place to cure. Shake it gently every day. After that time, transfer it to these small bottles and share it with your fellow officers.

As all of you have shared in the blending of this potpourri, do you now accept the responsibilities of your offices?

The ____/____ officers of the _____ Chapter of IAAP are now installed. You are asked to assume the duties of your office.

Members, I present your chapter officers. Thank you, Madam President. This concludes the installation ceremony.

PUZZLE PIECES INSTALLATION

Submitted by Billie M. Willey CPS, 1998/1999 International President

PROPS: Puzzle pieces – one for each office – different colors on one side and IAAP logo on the backside.

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 the _____ Chapter is missing, making it incomplete.

Today, the ____ / ____ officers of the _____ Chapter of IAAP 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 keep things running.

Will the newly elected officers please come forward?

Treasurer-elect _____
Treasurer _____
Secretary _____
President-elect _____
President _____

As you are installed, _____ will hand you a puzzle piece. Please hold the piece outward with the color and office title facing the audience.

The treasurer-elect's piece in the puzzle is a support piece. _____, you are entrusted with learning and assisting in the financial responsibilities of the _____ Chapter of IAAP.

As treasurer-elect, you may have to step in when least expected. Your support of the Treasurer will help make the _____ Chapter's year a success.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? *(I will.) (Give a puzzle piece)* Congratulations. You are an important piece in this organization. Always work to keep the Chapter complete.

The treasurer's piece in the puzzle is a financial piece. _____, you are entrusted with the financial responsibilities of the _____ Chapter of IAAP.

You will have custody of all the funds, assist in preparing the budget and issue financial reports on a timely basis, keeping the Chapter informed at all times on it's financial condition.

Our charge to you also is to maintain accurate membership records. Additionally you will be expected to participate in all chapter business.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? *(I will.) (Give a puzzle piece)* Congratulations. You are an important piece in this organization. Always work to keep the Chapter complete.

The secretary's piece in the puzzle is a writing piece. _____, your duties include the recording of the proceedings of all chapter meetings, as well as their preparation and distribution.

A good Secretary is invaluable and we all know that communication is a vital lifeline to understanding IAAP activities.

You will be the custodian of this communications lifeline and our charge to you is to make sure that all the decisions of the _____ Chapter are accurately recorded for its history.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? *(I will.) (Give puzzle piece)* Congratulations. You are an important piece in this organization. Always work to keep the Chapter complete.

The president-elect's piece in the puzzle is an educational and supporting role piece.

_____, being president-elect is a challenge and an education for future leadership.

You will be required to fulfill your duties so that you will be a source of strength and support to the President, and in the absence of the President, to perform the duties of that office and to the best of your ability. You are the strong right arm of the President and through your support will help make the _____ Chapter's year a success.

Your duties include being prepared at all times to preside or perform other duties of the president should an absence become necessary.

_____, will you accept these responsibilities and promise to fulfill them to the best of your ability? *(I will) (Give puzzle piece.)* Congratulations. You are an important piece in this organization. Always work to keep the Chapter complete.

The president's piece in the puzzle is the leadership piece. _____, you are assuming the highest office that the _____ Chapter can bestow on one of its members. You are entrusted with the leadership of this chapter.

As president, you should have good common sense, be tactful and courteous, gentle but firm, and impartial in all your acts, so that all parties will feel confident in your fairness.

As you administer the many, many far-reaching activities of this chapter, your leadership talents will be tested. Be ready and don't be afraid – and keep a sense of humor along the way.

As the manager of the chapter affairs, I am charging you with the responsibility to encourage the development of leadership techniques for all officers and members and to strive for a smooth transition of responsibilities. Serve your membership with love and loyalty.

_____, will you accept this honor and the responsibilities, which the _____ Chapter bestows upon you and promise to fulfill these obligations to the best of your abilities? (I will) (Give puzzle piece) Congratulations. You are an important piece in this organization. Always work to keep your Chapter complete.

I know you have all stepped out of your comfort zone and I hope this won't be the last time you do so. There are many ladders to climb in IAAP and we all know that it takes one rung of the ladder at a time.

As Chapter officers, the membership of the _____ Chapter has bestowed upon you the privilege and the responsibility to direct and guide this chapter during the coming year.

A chapter officer is not only a position of authority, but also a position of service to the _____ Chapter, IAAP, and the profession.

By electing each of you to the offices of this chapter, your members have expressed great confidence that you will unselfishly serve and conduct the affairs of this chapter according to the _____ Chapter Bylaws and Standing Rules, the Division Bylaws and Standing Rules, and the International Bylaws and Standing Rules.

As leaders, you must have foresight, patience, courage and stamina – remembering at all times the main objective of IAAP is promoting and elevating our profession and nurturing leadership for the future.

As officers of the _____ Chapter, will you collectively accept your obligations and promise to make and uphold decisions in the best interest of IAAP? (*We will*).

Will the members of the _____ Chapter please stand? I also invite the visiting members of other chapters to stand with us. Members, you are the other pieces needed to complete the puzzle.

Just as every piece in a puzzle fits snugly together to make a picture, every member of this organization is joined together to accomplish chapter goals. Your support is necessary if these officers are to effectively serve and lead this chapter.

Without your help, your patience and your foresight, these leaders cannot succeed. Will you, the members of IAAP pledge your loyalty and active assistance in carrying out their duties as officers of the _____ Chapter?

Officers, I ask you to look at the back of your puzzle pieces, stand together, and connect your puzzle pieces with the colored side now facing you to show the membership your completed puzzle.

We now declare the ____ / ____ officers of the _____ Chapter of the International Association of Administrative Professionals duly installed. Members – your Chapter Officers. Madam President, this concludes the Installation Ceremony.

RAINBOW OFFICERS INSTALLATION CEREMONY

Submitted by Billie M. Willey CPS, 1998/1999 International President

A rainbow is made of seven different colors - red, orange, yellow, green, blue, indigo, and violet. Each one of these colors is exquisite. However, when they all come together to form a rainbow, they become unequalled in beauty. Likewise, Chapters/Divisions consist of many types of people. Each person is unique, and when joining a Chapter/Division, a new member becomes a part of a colorful group unequalled 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 Chapter/Division. Some members have creative abilities, some have organizational skills, and some have leadership qualities.

Today, the officers of the _____ (name of Chapter/Division) will be installed using the colors of the rainbow. Just as each color of the spectrum is distinctive, each office of this Chapter/Division has specific tasks. When officers successfully perform their duties, they help keep their Chapter/Division running smoothly. Will the newly elected officers please come forward as I call your name? (Have the officers line up with the treasurer first.)

Treasurer _____ (*Present 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 Chapter/Division 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.

Corresponding Secretary _____ (*Present gift*)

The color orange symbolizes the reporter. Orange stands for thoughtfulness and consideration. As reporter, your duties include handling all of this Chapter/Division's correspondence. Remember to take the time to think before you write. Your words are a reflection of this Chapter/Division and its members. May the orange color of your ribbon always remind you to be thoughtful and considerate.

Recording Secretary _____ *(Present gift)*

The color yellow symbolizes the secretary. Considered to be bright and optimistic color, yellow stands thought and mental concentration. As recording secretary, your duties include keeping an accurate record of all of this Chapter/Division's business. Writing up each meeting's minutes will require a great deal of thought. May the yellow color of your ribbon give you the mental concentration and optimism needed to fulfill your commitment.

Vice President _____ *(Present 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 Chapter/Division's members, and especially to the president who will rely on you for help. As chairman of the membership committee, inspire members, old and new, to become active in your Chapter/Division. 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 _____ *(Present 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 your Chapter/Division. Being president is an honor and a privilege, but with this esteemed office comes many responsibilities. Duties of the office include presiding at all meetings, dealing with internal Chapter/Division matters, and handling any Chapter/Division crises. As president, you are also this Chapter/Division's representative to the community. May the purple color of your ribbon remind you to give unselfishly of yourself as you lead your Chapter/Division.

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 thing 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 Chapter/Division 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 Chapter/Division. Work with your officers, and together you can make this Chapter/Division a beautiful one.

The success of the _____ Chapter/Division does not depend upon any one of you, individually, but upon all of you, collectively. As you each seek to give your best to the chapter/division, I urge you also to seek the best from your chapter/division members.

In accepting these positions of responsibility, will each of you fulfill the duties of your office to the best of your ability? If so, answer "I will".

You have heard the pledge of these officers as your chapter/division leaders. As members, do you likewise pledge to them your loyalty and support? If so, answer "I will".

May this opportunity for service unite the forces of chapter/division, work, and community and bring all of you the joy found in working together for a common purpose: to promote the mission, vision, and objectives of IAAP.

I now declare the ____ / ____ _____ Chapter/Division officers duly installed.
Please welcome your newly installed officers.

SPICES INSTALLATION

Unknown

PROPS: Spices: parsley, rosemary, cloves, mustard, and pepper.

It is an honor to install the officers for the _____ Chapter. An installation is neither an end nor a beginning. It merely marks another step in the continued progress.

Will the outgoing officers please come forward. These dedicated members have served _____ Chapter for the past year. The members of _____ Chapter extend their sincere thanks to you for your time and commitment to the chapter. It has been a good year! Thank you all for a job well done! You may be seated.

Would the incoming officers please come forward as I call your name.

- Treasurer _____
- Secretary _____
- Vice President _____
- President _____

The members of the chapter have shown their faith in you to continue the good work that those before you have started. We witness the installation of these new officers with the prayerful wish for their success during their term of office.

Spice is a magical word that has stirred our dreams and aroused our curiosity since the beginning of recorded history. The origin of spices is lost in antiquity; however, you've all heard the saying "variety is the spice of life." Your new officers may be considered the spices, which add variety, flavor, and magic to _____ Chapter each year.

_____, Treasurer - you shall hold and dispense the funds as voted by the chapter members. Your spice is parsley; the color is green like money. It is also an excellent source of vitamin C for "c" notes. Use it generously to flavor and garnish all of your projects.

_____, Secretary - it is your duty to keep a record of what is done at the meetings. Your minutes are the history of the _____ Chapter and tell what the chapter has accomplished. Your spice is rosemary, which has a strong flavor and is delicious sprinkled on meat and many kinds of salads. Spice your minutes with rosemary for what is done by the chapter is for remembrance.

_____, Vice President - It is your duty to perform the duties of the president in her absence, assist her as requested. You have two spices. "zesty cloves" whose delicious scent will attract new members from near and far. Your second spice is mustard to add zip and tang to all that you do next year.

_____, President - To you I extend my sincere congratulations. Your chapter is aware of your many talents, your loyalty, and above all, your kind, generous, and unselfish manner. You will be a good president. Never falter in keeping the rules. Give generously of your time and knowledge. I know you will be a wise, courteous president. Your spice is pepper, one of the most valuable of all spices. Can you believe that peppercorns were once worth their weight in gold? So you, too, as president, are worth your weight in gold! As president, you must, like pepper, impart a gourmet touch to enhance and add zip to all those around you.

To all officers, may the giver of all wisdom guide you through the coming year; give you strength for all your duties; keep your vision bright and clear.

Members, greet your new officers and pledge your loyalty and allegiance by your applause.

STARS INSTALLATION

Taken from the National Parliamentarians Installations Reference Book

PROPS: *President: gold star; Vice President: green star; Secretary: blue star; Treasurer: purple star*

Will the newly elected ____/____ officers of the _____ Chapter please come forward as I call your name?

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

When we come to the beginning of a new year for a new chapter, we are always confronted with making a choice of the roads we shall take as we journey forth toward new challenges... new opportunities.

Since you, who are accepting the responsibilities of leadership for the coming year, shall be the guiding lights on the course we take, we liken you unto the bright and shining stars on high.

The stars are a constant in our ever-changing world. Long, long ago, the stars guided the three wise men. Through the ages, the stars have guided us by land and sea.

And as Astronauts orbit through outer space, they look to the stars to guide them safely back to their earthly dwelling place.

_____, Chapter President: Many colors are reflected from our stars. As president of the _____ Chapter, we give you this star, which reflects a golden light. Your light must shine pure and unceasingly with faith in the objectives of IAAP and with faith in those whom you are to serve.

The _____ Chapter has expressed its confidence in you, its faith in your wise guidance, by electing you president. It will be your duty to keep the _____ Chapter's character warm with light and life, and to give guidance that will encourage and stimulate the members to participate in the mission of our organization, to elevate the standards for office professionals, through a spirit of cooperation in study and action.

You will be the light of the _____ Chapter in all IAAP activities and in community affairs. It is a high tribute to serve as the guiding light of the _____ Chapter. _____, do you accept this office and promise to fulfill your duties as president?

_____, Chapter Vice President: As you accept this star, you will note that its predominating light is green denoting vitality and fellowship. You will have the duty of harmonizing your light with the golden light of the president, to brighten the way for those who will look to you for leadership. It will be your duty to act for the president during his/her absence or upon designation of his/her duties to you as his/her alternate.

Through your cooperative efforts, you can promote activities that will give vitality to our programs and projects, thereby creating adventures in unity of purpose and good fellowship in the _____ Chapter, community, and world of today, which will have long-lasting influence. _____, will you accept this office and let your light so shine?

_____, Chapter Secretary: Your star's predominating color is blue, symbolizing the harmony and faithfulness that should be the guiding light of your office. As secretary, it will be your duty to always be present so that the proceedings of each meeting may be faithfully recorded. Your light must so shine to reveal an accurate record of the business, the achievements, and the activities of the _____ Chapter during the coming year.

You will be writing the history of the _____ Chapter, harmonizing the chapter's support and participation in social, civic, and political affairs. _____, will you accept your duties—and let your light so shine?

_____, Chapter Treasurer: The guiding light of your star is purple, which symbolizes loyalty and the light of truth that must accompany your office. Into your hands are placed all monetary matters. Through continued sound business procedure, you must safeguard all funds, dispensing them only at times and in such manner as the _____ Chapter may instruct.

To guide the members to new efforts, your light must reflect wisdom, principle, and leadership in replenishing the _____ Chapter's funds through worthwhile activities and calling attention to good and necessary use of the funds. _____, will you accept your duties—and keep your star of trust shining bright?

And now will all the members of the _____ Chapter please stand. Members, your support is necessary if these officers are to effectively serve and lead this chapter. Without your help, your patience, and your foresight, these leaders cannot succeed. Will you, as members of the _____ Chapter, pledge your loyalty and active assistance in carrying out their duties? (We will.) Please be seated.

As incoming officers, you have pledged to fulfill your duties. As you orbit about the coming year, carrying on the activities of the _____ Chapter, be reminded that the stars are ever constant. Let them serve you as guiding lights, so that at the year's end, we shall accomplish our mission with a record of achievements unsurpassed.

I now declare you duly installed as ____ / ____ officers of the _____ Chapter of IAAP. You are asked to assume the duties of your office. Members, I present your chapter officers. Thank you. This concludes the installation ceremony.

SYMPHONY IN HARMONY INSTALLATION

Taken from the National Parliamentarians Installations Reference Book

PROPS: *President: baton; President-elect: violin; Vice President: cello; Recording Secretary: flute; Corresponding Secretary: clarinet; Treasurer: trumpet; Immediate Past President: clef*

(To be presented with selected music in the background)

An installation is a solemn occasion, solemn with the acceptance of serious and important duties to be shouldered; but it is likewise a happy event --- bright with the memories of past work well done, of problems faced together, of friendships made and the joy of working with others for others.

Will the retiring officers please stand: Today, you have reached the climax in your immediate service to (chapter)

You are to be commended for the manner in which you have fulfilled the duties and obligations of your offices, the effort given to the promotion of our organizations ideals and objectives. I am happy to speak for (name of chapter) to acknowledge publicly our appreciation of your service during the Past year. (Please be seated.)

In order for the work of any organization to function effectively, there must be harmony among the officers. If the harmony is as delightful as it should be and can be, the work of each officer must be thoroughly synchronized with the work of all the other officers. This being true, the group of officers we have chosen to lead us in our work for the coming year may be likened to an orchestra creating beautiful music.

Music is Life! Life is 'Music! Every phase of life can be idealized in music. Music can be heard in the swishing sound of pine trees, in the lapping of ocean waves, in the rustling of leaves, in the songs of birds and the laughter of children. God's music is in the hearts of those who accept the responsibilities of leadership. For the ensuing year you should play melodies that will vibrate all over our city, touching the lives of those around you whose lives are out of harmony. Tonight let us organize for this purpose our great symphony orchestra.

Will the newly elected ____ / ____ officers of the _____ Chapter please come forward as I call your name?

President: _____

President-elect: _____

Vice President: _____

Recording Secretary: _____

Corresponding Secretary: _____

Treasurer: _____

Outgoing President: _____

PRESIDENT: _____, as President of this organization you bear the same relation to it that the director bears to an orchestra. It should not be necessary for the director to play any one of the instruments in the orchestra, but it is very necessary for him/her to know how each should be played, and to be able to take over any instrument and show the musician how difficult passages in a score should be interpreted. Then, when each member of the orchestra understands how his/her part should be performed, not a single sound is heard, which is personally produced by the director; but at each movement of his/her baton, strains of melody flow forth as each musician, in perfect harmony and in perfect timing, follows the director's leadership. To produce the sweetest concord of sound there must be harmony of thought and action on the part of the whole orchestra.

Our President is well-qualified to direct you in the task he/she is about to assume. If you come to a difficult place in your work and need his/her assistance, he/she will be willing and able to give you the help you need; but don't expect him/her to do your work for you, and do follow his/her instructions and leadership, otherwise the harmony in our organization will be incomplete. Harmony in cooperative achievement comes when each looks to the conductor and follows his/her leadership.

We give you this baton, a symbol of leadership.

PRESIDENT-ELECT: Violin _____, as President-elect, your place in our orchestra is the violin. It is the instrument on which the orchestra depends as a lead instrument in both melody and rhythm. Under the careful instructions of the director, the violin sets the tempo for the other instruments and carries the complete theme of the number. If for some reason the director finds it necessary to step aside, the violin proceeds to lead the orchestra to a finished performance.

Other instruments are muted in certain passages, silent in others, and then rise in crescendo to a dramatic climax, for which the audience waits in eager expectancy; but, whatever else the brass, wind, string, percussion, and other instruments are doing, the violin carries the message of the symphony.

Violin music is good when heard alone, but to add to the grandeur of a performance, the work of the entire orchestra has a wider range, and, therefore, a broader effect. You, as President-elect, are charged with the responsibility of working in close harmony with the President.

However, it is not your responsibility to do all of the work for which you are responsible, but through your effort in enlisting the cooperation of the entire membership of the _____ Chapter, your work will be more complete and executed in tones sweet and clear.

We give you this violin as the symbol of your responsibilities.

VICE PRESIDENT Cello, _____, as Vice President you are the cello in our symphony. The cello is just as important as the violin, for it too has the power of plummeting to the depths or of ascending to the heights of human emotion.

You will sustain and support all the tones of the violin. As membership chairman, you have the opportunity of playing on the heartstrings of the whole membership through the range of your work.

We know that you will be a true artist of your instrument as you inspire new members to follow the lead and take their rightful places in the symphony. A membership chairman who is in harmony with the members will be the instrument of sunshine and pleasure that the position suggests that he/she should be.

We give you this violin as a symbol of your responsibilities.

RECORDING SECRETARY: Flute, _____, as Recording Secretary, you represent the flute. The flute is more familiar than any of the other woodwind instruments and is one of the oldest members of the orchestra.

Having few overtones and not much vibrato, its tone is one of unusual purity and sweetness. The differences in color in the upper, middle and lower registers give it meaning and expression. It is one of the finest acrobats in the orchestra, a specialist in speedy passages, runs, and ornaments.

As Recording Secretary, it will be your duty to record all of the melodies of the business, the achievements, and the activities of our organization in the range of pure tones they deserve.

We give you this flute as a symbol of your responsibility.

CORRESPONDING SECRETARY: Clarinet, _____, as Corresponding Secretary, we compare your office to the Clarinet. Because of its fullness and variety of tone, it is the chief of wind instruments. The voice of the clarinet has three distinct qualities. The lower tones are dark, the middle tones full and liquid like a soprano voice, and the high tones fierce and shrill. Woodwind instruments, such as clarinets, have softer tones than the brasses. For this reason they blend better.

You will have the pleasant duty of expressing the goodwill of the organization in attending to its general correspondence.

As you deal so closely with individuals, remember to use the proper tone to meet each need. You were chosen because of your ability to do this. Be faithful to your task.

We give you this clarinet as a symbol of your responsibility.

TREASURER: Trumpet, _____, as Treasurer you are the Trumpet in our symphony. The trumpet is one of the oldest of instruments. China ascribes the greatest antiquity to it. The Hebrew prophets were familiar with it, and held it partly responsible for the fall of Jericho. Its importance is noted mainly in its tremendous volume. This instrument has become a favorite of royalty.

The Trumpet is a fitting symbol of the Treasurer for it is the duty of the Treasurer to trumpet the financial reports of the organization; and, even as the trumpet's sound must be clear and distinct, just so must the records of our money be informing and understandable. The trumpet player may not make many appearances in the performance of a number, but the appearances he/she does make are important.

We give you this trumpet as a symbol of your responsibility.

OUTGOING PRESIDENT: Clef, _____, The Clef is symbolic of your duties as Immediate Past President. Clefs are placed on the Staff to locate the position of one note, from which the positions of the other notes are determined.

There will be occasions when your experience and knowledge will be needed to help us surmount difficult passages. To be sure that no one will play off key, we ask you to help us find the correct key to happiness through usefulness. We will look to you for guidance, and we know you will see that our orchestra carries a tune of cooperation, friendship, and harmony.

We give you this clef as a symbol of your responsibility.

FINALE: There are many other instruments in the sections of our orchestra. We ask each of you to choose an instrument so that all may have a part in the music. Let's cooperate with our conductor and try never to sound a sour note.

By the power invested in me as Installing Officer, I now declare you duly installed as officers of _____ for the year _____

Now our orchestra is assembled! There exists complete harmony among the members. The performers have filled the places, and the instruments are all in tune as we begin a new year. The footlights are on, the audience seated, and the curtain rises. The orchestra begins to play, and there is great melody. The music hall begins to vibrate with heavenly music. How can such beautiful notes come from a symphony orchestra? In the words of the poet, J. G. Brainard, the answer is simply: "God is its author, and not man; He laid the keynote of all harmonies; He planned all perfect combinations, and He made us so that we could hear and understand."

EXTRA OFFICES:

SECOND VICE PRESIDENT: Second Violin, _____, as Second Vice President you are the second violin in our symphony. The second violin is just as important as the first, for it too has the power of plummeting to the depths or of ascending to the heights of human emotion.

You will sustain and support all the tones of the first violin. As membership chairman, you have the opportunity of playing on the heartstrings of the whole membership through the range of your work.

We know that you will be a true artist of your instrument as you inspire new members to follow the lead and take their rightful places in the symphony. A membership chairman who is in harmony with the members will be the instrument of sunshine and pleasure that the position suggests that he/she should be. We give you this violin as a symbol of your responsibilities.

THIRD VICE PRESIDENT Cello, _____, as Third Vice President you are the cello in our symphony. Owing to its great compass, the Cello may be employed as a singer of the melody, accompanied by the other string instruments. Because of the depth and thickness of the cello strings, it is not possible to play passages as rapidly --- or of as great difficulty on the cello as on the violin.

As Third Vice President and Finance Chairman, your part is a serious and important one. You will give slow and thoughtful consideration in the budgeting of our funds, you will carry the deep melody of watchful care over the development of a sound financial policy for our organization. We give you this cello as a symbol of your responsibilities.

FINANCIAL SECRETARY: French Horn, _____, as Financial Secretary you represent the French Horn. The French Horn is the most genial of all instruments. It blends well with the general orchestral voices and can therefore be used to play a solo part or simply to fill in the general scheme of orchestration.

While it is the most genial and happy of the instruments, it can also express passion, pathos and solemnity, and is one of the middle voices of the harmony of the orchestra.

As Financial Secretary, you will perform -many of your duties alone, thus playing the solo part of the French Horn; other duties will require your genial and happy tones to join other instruments as one voice in the harmony. We give you this French horn as a symbol of your responsibility.

DIRECTORS AT LARGE: Drums, _____, as Directors at Large you represent the drums in the orchestra. The drums are the timing and rhythm for the other instruments in the orchestra. An increase in movement, or a retardation, is indicated by the roll of the drums, or by a muffled tap, and the climax of a movement may be anticipated by the intensity of the drums' action.

As Directors at Large, you are the liaison between the Board of Directors and the membership. The work of the Directors is to the organization as the work of the drums is to the orchestra.

As representatives of the membership, you form the background of training and rhythm for the other instruments. With regular and accurate reporting of the wishes of our membership, you will give a background on which all the melodies of this orchestra may be played. We give you each a drum as a symbol of your responsibilities.

TRANSFERRING THE TORCH INSTALLATION

Taken from the National Parliamentarians Installations Reference Book

PROPS: *One large white pillar candle; President: royal purple; President-elect: yellow candle; Vice President: lilac candle; Secretary: blue candle; Treasurer: green candle. Small token for each office.*

Today, as we prepare for a new administration, we must keep in mind that the heritage of the past is the seed that brings forth the harvest of the future, and the greater one's knowledge of what has been done, the better one will be able to know what to do.

It is a truism that we live in the present, we dream of the future...but we learn eternal truths from the past. We are obligated to those who have come before us. Great actions come from people of character and vision, such as the founders of the _____ Chapter and those who have followed in their footsteps; but we must keep in mind always that we live in a changing world, and organizations, as well as people, must adapt to change.

As we move from one administration into the next, let us be ever mindful of the great contributions made by those who are transferring the torch to the new officers. So that we may thank them for their work and dedicated service, will the current officers please rise as your names are called.

President _____
President-Elect _____
Vice President _____
Secretary _____
Treasurer _____

Please help me thank them for a job superbly done. (Applause) You may be seated.

The past administration of the _____ Chapter has been a brilliant one ... but we must look to tomorrow, with its challenges and opportunities for growth, remembering that every viable idea may at first seem impossible. No one knows what can be done ... until it is tried.

The rung of a ladder was never meant to rest upon, but only to hold a person's foot long enough to enable him/her to put the other somewhat higher. We know the ladder of life is full of splinters ... but we know that they prick the hardest when sliding down ... so ours is an ever climbing upward to achieve greatness for the organization ... and avoid the splinters of that slide backwards down the ladder.

Rarely has any administration had the time to meet all of its goals. However, in the interest of continuity, each administration must strive to complete the projects of its predecessors, just as those who follow will, hopefully, carry on this tradition.

As we begin the ceremony of transferring the torch to the new officers, I am reminded of Alfred Noyes' poem, "Watchers in the Sky."

I speak— Not for myself, but for those who follow:
I caught the fire from those who went before,
The bearers of the torch who could not see the goal to which they strained.
I caught the fire, and carried it only a little way beyond;
But there are those who will carry it on to victory!
I dare not fail them!

Will President _____ (outgoing president) please come forward and light the candle representing the flame of the current administration that will transfer to the new administration ... and assist with the installation ceremony.

Will the newly elected officers please come forward as I call your names.

President _____
President-Elect _____
Vice President _____
Secretary _____
Treasurer _____

Treasurer: _____, you have been elected by your members to serve the important position of treasurer. You will be responsible for taking care of the financial affairs of the organization with speed and exactitude, have at all meetings a complete and correct financial report; and lend to the President your help and support.

If you agree to accept these responsibilities, then from the burning flame of the _____ Chapter please light the green candle. Green is Mother Nature's own favorite color, symbolic of strength of all growing things.

As the flame is transferred, I declare you duly installed as Treasurer for the _____ Chapter. Congratulations ... and may your treasury be strong and grow ... and your service shine as brightly as the flame you have just lighted. (Token remembrance)

Secretary: _____, you have been elected by your members to serve the important position of secretary. You will be responsible for filling the office with discretion, knowing that the welfare of the organization depends upon the accuracy and punctuality of your work. You must at all times place your loyalty and steadfastness at the command of the assembly and the president and perform the duties of secretary to the best of your ability.

If you accept these responsibilities, then from the burning flame of the _____ Chapter, please light the blue candle, representing truth and dedication.

As the flame is transferred, I declare you duly installed as secretary for the _____ Chapter. Congratulations ... and may your service shine as brightly as the flame you have just lighted. (Token remembrance)

Vice President: _____, you have been elected by your members to serve in the important position of Vice President. This is a most important position because, in the absence of the President and President-elect, it will be your responsibility to perform the duties of President. It will also be your duty to give to our membership and prospective members a better understanding of our purpose to promote retention and growth of our membership.

If you agree to accept these responsibilities, then from the flame of the _____ Chapter, please light the lilac candle signifying the close relationship between your position and that of the President.

As the flame is transferred, I hereby declare you duly installed as Vice President for the _____ Chapter. Congratulations, and may your performance be as bright as the flame you have just lighted. (Token of remembrance.)

President-elect: _____, your members have elected you to serve in the second highest office possible. You will be required to fulfill your duties so that you will be a source of strength and support to the President, and in the absence of the President, to perform the duties of that office --- without complaint --- and to the best of your ability. Being a president-elect is a challenge and an education for future leadership. You are the strong right arm of the President and through your support will help make the _____ Chapter's year a success.

If you agree to accept these responsibilities, then from the flame of the _____ Chapter, please light the yellow candle.

Gold and royal purple are historically linked as a reminder of the relationship of the President-elect and the President. Yours is yellow to remind you of how close you are to gold and may become golden overnight.

As the flame is transferred, I hereby declare you duly installed as President-elect for the _____ Chapter. Congratulations, and may your performance be as bright as the flame you have just lighted. (Token remembrance.)

President: _____, your members have conferred on you the greatest honor within their power in electing you as their President. They have recognized your executive ability and your capability as a leader. You will be expected to preside at all meetings --- impartially --- conform to the bylaws of the organization, and see that the bylaws are enforced at all times.

The President should have good common sense, and be tactful and courteous, gentle but firm and impartial in all her/his acts, so that all parties will feel confident in her/his fairness.

If you accept the responsibility that goes with the honor, then from the flame of the _____ Chapter, please light the royal purple candle denoting leadership, love, and nobility of purpose.

As the flame is transferred, I hereby declare you duly installed as President of the _____ Chapter. May your performance and those of your officers continue the flame burning brightly during this administration. Congratulations! (Token remembrance.)

Being an officer is not only a position of authority, but also a position of service to our association and our profession. By electing you as Chapter officers, the members have confidence that you will unselfishly serve and conduct the business of this association according to the Bylaws and International Procedures. You are charged with these responsibilities.

As leaders, you must have foresight, patience, and courage, remembering at all times the IAAP mission of promoting the competence and recognition of the profession and representing the interests and welfare of persons working in and preparing for secretarial and related positions.

Will each of you accept the responsibilities associated with your office and promise to carry out your duties to the best of your ability? (I will.)

As a board, will you collectively accept your obligations and promise to uphold decisions in the best interest of Professional Secretaries International? (We will.)

Members of _____ Chapter, please rise.

Your officers have pledged to fulfill the duties you have given them to accomplish, but they cannot do all of the work alone. Members, your support is necessary if these officers are to effectively serve and lead the _____ Chapter. Will you now pledge to them your loyalty and active assistance in carrying out their duties? (We will.)

The ____/____ officers of the _____ Chapter of IAAP are now duly installed. You are asked to assume the duties of your office.

Members, I present your Chapter officers. Thank you, Madam President. This concludes the installation ceremony. We will now take a few minutes for pictures.