

SUGGESTED FORMAT FOR INSTALLATION OF CHAPTER OFFICERS

1. Make several appropriate comments about the Chapter.
2. Challenge the members to assist new officers and to serve as future officers.
3. Read the names and position of outgoing officers. Have them stand and ask members to show their appreciation through applause.
4. Read the name and position of each incoming officer. As each person stands, read the duties of the office, and have each remain standing as the others are introduced.

Duties of chapter officers

President

(State Responsibilities of Office)

Treasurer

(State Responsibilities of Office)

Vice President

(State Responsibilities of Office)

Board of Directors

(State Responsibilities of Office)

Secretary

(State Responsibilities of Office)

Immediate Past President

(State Responsibilities of Office)

5. Read Admonition:

“Election to a position of leadership in any organization is an honor not to be taken lightly. Your fellow members, in electing you to your respective offices, have expressed confidence in your dedication and ability. As chapter officers in the _____ CCIM chapter you will represent to our fellow designees and candidates the highest standards of our worthy profession.”

6. Have the new officers stand behind the table.

Ask: “Do you understand and accept the responsibilities and duties of the office you are about to undertake, and do you pledge to uphold the bylaws of the _____ CCIM chapter?”

They answer: “I do.”

Say: “You are hereby installed as officers of the _____ CCIM Chapter for [insert year]