



Ceremony for Installation of Officers

As a fraternal benefit society, Woman's Life has always recommended that its chapters follow meaningful rituals for important events. The annual installation of new or continuing officers is one of those events. The officers are the key individuals in the ongoing success of the chapter, and the installation ceremony recognizes their position and reinforces the support of the chapter members for the spirit and efforts of the chapter. You may choose to use the ceremony on the upcoming pages or an appropriate alternative.

When a new chapter is chartered, installation of officers should take place as soon as possible. The installation ceremony for new chapters will include a simple initiation of the chartering members. From that point forward, officers are generally elected each December and are installed in January. The Home Office will provide an election packet as a reminder that it is time for the election.

Installation normally takes place at a regular business meeting or a chapter social event. Some chapters provide special decorations and/or refreshments for the event. A traditional symbol of the special connection of Woman's Life to its members and community is the red rose, and many chapters present individual roses to the incoming officers and/or use roses in their decorations.

The Installing Officer may be an officer of Woman's Life, a Chapter Development Specialist, a Woman's Life Home Office employee, a past officer of the chapter, or other member designated by the current chapter president.

Woman's Life automatically provides officer pins to newly chartered chapters. Each office is represented by a specific stone. Each year thereafter, pins may be purchased from Home Office at a nominal cost for any new officers. An order form is included in a fall mailing you will receive concerning the annual election and Officers Report.

The outgoing president will be installed along with the newly elected officers as the Past President, a mostly honorary position. The installation ceremony often concludes with a thank you to the new Past President. A Past President's pin is available for purchase to honor this individual. Chapters may choose to present an additional gift.

However you design your installation ceremony, be sure to take some photos for a chapter scrapbook or album—and be SURE to send some in to Home Office! This is also a great time to send a press release to your local newspaper to acknowledge your new officers and to tout some of your chapter's accomplishments.

Woman's Life Insurance Society Ceremony for Installation of Officers (New Chapter)

The following items should be available:

- List of new officers' names and positions
- Pins for incoming officers
- Any other items to be presented to new officers

If held at a business meeting, the installation of officers should follow the Call to Order, Roll Call of Members, and Introduction of Guests. The Installing Officer would be the final guest introduced, leading into the ceremony:

Chapter President:

With us today is *(name and title of installing officer)*, who will serve as our Installing Officer. *(Name of installing officer)*, thank you for coming. We're happy to participate in this important tradition and appreciate having you here to lead it for us. We're ready for the installation now.

(Installing Officer joins Chapter President at the front of the room. If the chapter uses a gavel, the Chapter President will pass it to the Installing Officer.)

Installing Officer:

I am delighted to be here today to help celebrate the chartering of your new chapter, #_____. *(Additional appropriate remarks.)*

An important step in the launch of your chapter is the installation of your first officers. At the same time, we will welcome—or initiate—all of your current members.

Will the following chapter officers please come forward:

(Read names and line officers up in front of room.)

You have been elected officers for Chapter (#), *(city name)* for *(year)*. This means that your chapter members have confidence in your loyalty, your ability, and your leadership. I know that all you do will be for the mutual good of the Chapter and the Society, and I'm sure you will accept your responsibilities with a realization of their significance and their far-reaching potential to do good and to bring joy to your members and others.

Installing Officer continues:

Please raise your right hand and repeat after me:

(Installing officer says each line and waits while officers repeat it.)

I hereby pledge to Woman's Life Insurance Society...

And to the members here present...

That I will faithfully perform...

The duties of my office...

According to the rules and regulations...

Of this chapter and the Society,

That I will always support...

The efforts of my fellow officers,

And that I will do everything possible...

To promote and support...

The chapter and its members.

This is a responsibility I freely accept...

And will honor throughout the year.

I now declare each of you installed to your elected office.

(Installing Officer shakes hands with the new officers and gives each one the appropriate officer's pin. Officers remain standing.)

Members of Chapter _____, your new officers have given their pledge to do everything within their ability to promote the Chapter and Woman's Life Insurance Society. I am confident that each of you will make the same commitment. I'd like all members of the chapter to please stand and repeat after me:

(Installing officer says each line and waits while members repeat it.)

I am excited to be a member of Woman's Life Chapter # _____...

I'm looking forward to many good times with my chapter friends...

And many opportunities to help my community...

Through the work we do together.

In the presence of the members and officers here...

I pledge that as long as I remain a member...

I will abide by the Laws, rules and traditions of Woman's Life.

I promise I will do everything I can...

To promote the growth of the Society and our chapter...

And I promise to support my fellow members...

In making this chapter as great as it can be!

Welcome to Woman's Life. I wish your chapter great success in having fun together and in providing service to your community. You may all be seated, but I'd like *(name of Chapter President)* to remain.

(Name of Chapter President), it's with great pleasure that I place the administration of this Chapter in your hands. Under your leadership, we look forward to seeing your chapter bloom and grow. My congratulations to all of you.

(If the chapter uses a gavel, the Installing Officer will pass it to the Chapter President. The Installing Officer takes her seat.)

Chapter President:

Thank you, *(name of installing officer)*, for being with us for this ceremony. It will be a special memory for us. And thank you all for the confidence you've placed in me and my fellow officers. This is an exciting time as we all work together in developing our new chapter!

(If applicable) Now we will continue with our business meeting, beginning with the minutes of the previous meeting.

Woman's Life Insurance Society Ceremony for Installation of Officers (Established Chapter)

The following items should be available:

- List of current officers' names and positions
- List of new officers' names and positions
- Pins for incoming officers
- Pin for Past President, if applicable
- Gift for Past President, if applicable
- Any other items to be presented to new officers

If held at a business meeting, the installation of officers should follow the Call to Order, Roll Call of Members, and Introduction of Guests. The Installing Officer would be the final guest introduced, leading into the ceremony:

Current Chapter President:

With us today is *(name and title of installing officer)*, who will serve as our Installing Officer. *(Name of installing officer)*, thank you for coming; we appreciate your help with this important tradition. We're ready for the installation now.

(Current President takes her seat, and the Installing Officer comes forward. If the chapter uses a gavel, the Current President will pass it to the Installing Officer.)

Installing Officer:

Let's begin our Installation Ceremony by thanking our current officers. Will the following officers please come forward:

(Read names and line officers up in front of room.)

On behalf of your members and Woman's Life, I'd like to extend our thanks for a job well done. *(Add appropriate comments about the chapter, its accomplishments during the past year, and the commitment and teamwork demonstrated by the outgoing officers. Note any officers who have served for several terms.)* I believe these officers deserve a round of applause, along with all your members.

Thank you. You may be seated.

Will the following new officers please come forward:

(Read names and line officers up in front of room.)

Installing Officer continues:

You have been elected officers for Chapter (#), (*city name*) for (*year*). This means that your chapter members have confidence in your loyalty, your ability, and your leadership. I know that all you do will be for the mutual good of the Chapter and the Society, and I'm sure you will accept your responsibilities with a realization of their significance and their far-reaching potential to do good and to bring joy to your members and others.

Please raise your right hand and repeat after me:

(Installing officer says each line and waits while officers repeat it.)

I hereby pledge to Woman's Life Insurance Society...

And to the members here present...

That I will faithfully perform...

The duties of my office...

According to the rules and regulations...

Of this chapter and the Society,

That I will always support...

The efforts of my fellow officers,

And that I will do everything possible...

To promote and support...

The chapter and its members.

This is a responsibility I freely accept...

And will honor throughout the year.

I now declare each of you installed to your elected office.

(Installing Officer shakes hands with the new officers and gives each one the appropriate officer's pin. The Past President's pin may be presented near the end of the ceremony and should be held until that point.)

Members of Chapter _____, your new officers have given their pledge to do everything within their ability to promote the Chapter and Woman's Life Insurance Society. I am confident that each of you will make the same commitment.

Officers, you may be seated, but I'd like (*name of new Chapter President*) to remain.

(Name of new President), it's with great pleasure that I place the administration of this Chapter in your hands. Under your leadership the coming year will be one of success and prosperity for you, the members of this Chapter and the Society. My congratulations to all of you for your past accomplishments and best wishes for an outstanding year ahead.

(If the chapter uses a gavel, the Installing Officer will pass it to the new President. The Installing Officer takes her seat.)

New President:

Thank you, *(name of installing officer)*, for that inspiring ceremony. And thank you all for the confidence you've placed in me and my fellow officers. We all look forward to a great year full of good times and good projects!

Will Past President *(name of Past President)* please come forward?

(Past President joins President at table to receive pin and optional gift.)

(Name of Past President), thank you for everything you've done for Chapter ____ over your past term(s). Please receive this pin *(and gift)* as a token of our appreciation. *(If a plaque is presented, the President should read the inscription.)* Members, let's thank *(name of Past President)* with our applause.

(Past President takes her seat.)

(If applicable) Now we will continue with our business meeting, beginning with the minutes of the previous meeting.