

Woman's Life®

A Trusted Fraternal Life Brand

Ceremony for Installation of Officers

As a fraternal benefit society, Woman's Life®, a Trusted Fraternal Life™ brand, 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 send an email 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.

A designated chapter member may perform the installation of officers.

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. 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 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.

The following items should be available:

- List of new officers' names and positions
- 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 designated chapter member installing the officers would then be introduced, leading into the ceremony.

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

Chapter President:

Today, *(name and title of installing officer)* will serve as our Installing Officer. *(Name of installing officer)*, we appreciate your help with this important tradition.

(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 help celebrate the chartering of our new chapter, #_____. *(Additional appropriate remarks.)*

An important step in the launch of our chapter is the installation of your first officers. At the same time, we will welcome - or initiate - all of our 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 our 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 Woman's Life, 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 our 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...

And 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. Officers remain standing.)

Installing Officer continues:

Members of Chapter _____, our new officers have given their pledge to do everything within their ability to promote the Chapter and Woman's Life. 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 officers 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 Woman's Life 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 our 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 our chapter bloom and grow. *(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 helping with this ceremony. It will be a special memory for all of us. And thank you to 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 Ceremony for Installation of Officers (Established Chapter)

The following should be available:

- List of current officers' names and positions
- List of new officers' names and positions
- 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 designated chapter member installing the officers would then be introduced, leading into the ceremony:

Current Chapter President:

Today, *(name and title of installing officer)* will serve as our Installing Officer. *(Name of installing officer)*, we appreciate your help with this important tradition. *(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 our 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 our 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.)

You have been elected officers for Chapter (#), *(city name)* for *(year)*. This means that our 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 Woman's Life, 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 continues:

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

I hereby pledge to Woman's Life...

And 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.)

Members of Chapter _____, our new officers have given their pledge to do everything within their ability to promote the Chapter and Woman's Life. 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 Chapter 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 Woman's Life. Congratulations 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 will take her seat.)

New President:

Thank you, *(name of Installing Officer)*, for that inspiring ceremony. And thank you to 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 recognition and optional gift.)

(Name of Past President), thank you for everything you've done for Chapter _____ over your past term(s). *(If a gift is presented)* Please accept this 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.