**CLUB INSTALLATION THE YEAR WE DANCE 2016**

I am truly honored to be your installing officer. When President Benita asked me to install the 2016-2017 officers, I wanted to make this a special event; I hope you enjoy what I have put together.

Before we begin, I ask the outgoing officers to please stand and be acknowledge. Under your leadership, you have brought this club forward; a job well done. Now, you pass this responsibility on to the new board.

In coming officers, as you embark upon this term of office, each of you has made a major commitment of time, talent and effort; not only terms of service to your club, but in your continued involvement in club activities of service to your community.

**President Benita’s theme is “2016-2017 The Year We Dance”**

**“You must give everything to make your life as beautiful as the dreams that dance in your imagination.”**

**― Roman Payne**

Dance can give you a sense of freedom, joy, independence, unity, and fulfillment. You can dance alone, with a partner or with a group moving to the same rhythm and pace. In Soroptimist, the members participate as individuals, committees work as a group, and the club moves in unison to achieve their common goal, the Soroptimist mission.

I hope that your club dances your way through another successful year of “Sharing the Joy of Soroptimist Service”

Will the newly elected officers and delegates please come forward to take the oath of office.

**Director – Mary Ruth Rheinschild & Adrienne Anthony**

You have been elected director of this club. You are important to the smooth operation of your club and to the planning and carrying out of actives resulting in the growth in stature of your club.

* You have such duties as arise from membership on the Board or assigned by the president.
* You are to be a liaison between the general membership and the board. I urge you to shoulder your full share of the load and to keep yourself well informed concerning all Soroptimist matters on club, region, federation and international levels.

**Your dance is the Hustle**, known for dancing in a line moving to the same steps. As Director, you must dance between the club members and the board keeping the lines of communication open so they all remain in step with the goals of the club.

Do you accept these responsibilities?

**Treasurer – Linda Perry Asst. Treasurer – Jean Robson**

You have been elected Treasurer and Assistant Treasurer of your club.

The Assistant Treasurer shall:

* Be responsible for collecting lunch money and paying the provide
* Collect and deposit to the club’s account all monies collected at each meeting
* Keep attendance records
* Be responsible for all membership and club forms, sales orders and other required documentation to be submitted during the fiscal year.

The Treasurer shall:

* Sign checks
* Make remittances as required by the by laws
* Pay bills for budgeted items or authorized by the club action
* Serve as ex-officio member of the finance committee
* Prepare monthly financial statements and budget comparison.
* By the specified date of each year, your books shall be ready for proper audit, Good records are very important. Keeping your board and your membership informed is also a must. Remember, the time and talent represented by the dollars you care for, and the personal involvement of members, are the most precious assets.

**Your dance is the Swing**, a dance which is fast paced and often has bouncy movements. So is the fast paced responsibility of the treasurer to keep the finances in order so the club does not bounce from their financial obligations.

Do you both accept these responsibilities?

**Corresponding Secretary - Jeannine Galatioto**

You have been elected secretary of your club. Your duties shall be to:

* Attend all business and board meetings, and to keep a good and careful record of all proceedings. Because you will be keeping permanent records, you must be careful to record all matters required under the rules of good parliamentary procedure.
* Submit minutes of the business meetings and any recommendations from the Board of Directors
* Send out notices and carry on correspondence that does not properly belong to other officers. You can be most helpful to the officers. By promptly handling correspondence, a corresponding secretary can greatly help the president, and do a great deal to build goodwill and understanding. Much of the club’s image with its members, within the community, and Soroptimist–at–large, depends on you.
* Maintain a record of membership.

**Your dance is the Charleston**, a dance in which you kick your feet forwards and backwards. As secretary, you must look to the past in the permanent record book to make sure that future records are just as accurate.

Do you both accept these responsibilities?

**Vice President - Vicki Baldwin**

You have been elected Vice President and ~~President Elect for your club.~~

The Vice President shall:

* Chair either the Ways and Means Committee or the Program of Service Committee. The President shall appoint the one not chosen.
* One of your duties is program planning which is very important since forward-looking, interesting programs will have a great gearing on the success of your club for this year. Your knowledge of region and federation projects will be most helpful in this respect.

**Your dance is the Lindy Hop**, a dance that connects the dancers hand in hand with leads and follows as though connected at all times. So is the Vice President connected to the President being ever ready to step into the shoes of the president and carry forward in her absence if necessary. You will want to put forth your best efforts for the ideals and goals of Soroptimist.

Do you both accept these responsibilities?

**President – Benita Cabrera**

You have been elected president of you club and your duties shall be those implied by the title.

* You shall direct the conduct of the business of the club,
* Preside at all meetings of the club and board of directors
* Appoint all committees unless otherwise provided in these by laws or a motion authorizing the committee
* Be an ex-officio member of committees except the nominating and financial review committees
* Be a region delegate, and in the year of the federation convention, the federation delegate.
* You should possess the leadership qualities of wisdom, patience and understanding.
* As the presiding officer, you must be fair, tactful and just, and – above all- you will be gentle and kind. Common sense and willingness will carry you far in the development of communitarian, understanding, participation and a Soroptimist viewpoint. This means you will be alert to changing need in your community and knowledgeable about region, federation and international aims.

**Your dance is the Jitter Bug**, a fast paced dance in which there is much improvisation. So is the office of president as you must get things done expeditiously and improvise during meetings to accomplish the task at hand.

Do you both accept these responsibilities?

Proclamation:

* I now ask each of you to pledge to do your very best to carry out the requirements of your respective offices. To each, I recommend a study of the SIA federation Bylaws so that your will be thoroughly familiar with them. Also, may I suggest a review of all Soroptimist materials, It is very helpful for officers and directors to meet and make this study together.
* I now declare these officers and directors duly installed in the offices to which they were elected for the ensuing club year.
* I congratulate each of you and wish you a most successful term in office.
* Club members – I know you will pledge your very best in supporting your officers.