**CLUB INSTALLATION**

**Delegate – , ,**

You have been elected delegate of this cub. Though you, the club speaks at district meetings and region conference. To you is give the responsibility of voting on behalf of all your members, speaking for their concerns and most important, bringing back complete information concerning all Soroptimist matters that affect your club and its members. It is therefore your duty to be informed about matters on which a vote is to be taken and to know how your club members feel about it.

Do you accept these responsibilities?

**Director – , ,**

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.

Do you accept these responsibilities?

**Treasurer – Asst. Treasurer**

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
* P[ay 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.

Do you both accept these responsibilities?

**Vice President - and President Elect**

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.

The President Elect shall:

* Perform the duties of President in the absence of the President
* Chair the Public Relations Committee
* Monitor club focus and accomplishments ,grants and outreach
* Shall be a region delegate.

You must be every 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 –**

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.

Do you both accept these responsibilities?

* 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.