

LOOK WELL TO THIS DAY  
(Office Supplies)

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.

The sanskrit gives us these words of advice which I pass on to you:

Look to this day, for it is life  
The very life of life.  
For yesterday is but a dream  
And tomorrow is but a vision,  
But today, well lived, makes every  
Yesterday a dream of happiness  
And every tomorrow ....  
A vision of Hope.  
Look well, therefore, to this day.

Delegates - Pencil

You have agreed to serve as a delegate to District meetings and Conferences on behalf of your club. It is important that you bring back to the club all of the information concerning Soroptimist matters that you learn at these meetings. This pencil will help you take informative notes to enlighten and inspire your club members.

Do you accept this responsibility?

Directors - Large Rubber Bands

These rubber bands symbolize the circle that you complete between the Board of Directors and your club members. You must be willing to S T R E T C H yourselves between them to assist the Board in planning club activities and conducting club business. You must be informed as to the wishes of your club members as well as Regional, Federation and International activities. Do you accept this challenge?

Corresponding Secretary - Pen

Your duties to conduct the correspondence of the club do not end with the writing and reading of correspondence at meetings. You are also charged with assisting the other officers of the club in any way you can be helpful, and to assist in building the goodwill and understanding needed to generate the club's image with its members and in the community. Do you accept these duties?

Recording Secretary - ~~Shorthand Pad~~ <sup>Tape Deck</sup>

You have been charged with the responsibility of attending all meetings of the club and the Board to record the proceedings accurately and neatly for posterity. You are also charged with keeping the permanent records of the past minutes while you are in office. You have agreed to timely submit the club minutes and

board recommendations. Do you accept this charge?

**Treasurer - Accounting Pad**

As Treasurer you will be receiving funds, depositing them in the accounts, preparing and signing checks, and making payments to Region and Federation as instructed by the By-Laws and your club. You will be keeping the books of the club balanced and in good order in preparation for audit. These books represent the time, talent and involvement of the members of the club. Do you accept this responsibility?

**Vice President - Ruler/Calendar**

You have been elected Vice President. This ruler will assist you in measuring your duties, being ever mindful of the fact that you need to be ready to fill the President's shoes and carry forward in her absence if necessary. The calendar will assist you in planning the meetings of the club and presenting programs of interest which promote the ideals and goals of Soroptimists. Do you accept these duties?

**President - Long piece of string/gavel**

This piece of string symbolizes the duties of the President that are tied to all aspects of Soroptimism. You are the keeper of the string that holds your club together, that binds the Board to act for the benefit of the club. As you represent your club at District and Regional meetings and at public functions, you will need to be mindful of the network that you represent. You will need to work very hard to keep the string from becoming knotted and tangled, using all your qualities of leadership, wisdom, patience and understanding the President represents. As you grow in your knowledge and understanding of Soroptimist through your participation, you will find that you can be fair, tactful and just - and still be gentle and kind as you develop your sensitivity to the needs of your community, club, region and federation. Do you accept this responsibility?

**Club Members**

I also charge each of the members of the club to assist these officers you have elected in carrying out their duties, to serve as committee chairs when requested, and to help them further the aims and goals of Soroptimist in your club and professional lives.

Congratulations to all of you as you begin your term of office. I know that you will support each other so the whole club will benefit from the excellence of your service as you construct the spans of service that strengthen the bridge of Soroptimism.

I present to your (club year) officers.

Props: Pencil/Pen, ~~Shorthand Pad~~, Accounting Pad, Ruler/Calendar, Long Piece of String & Gavel