

## SEAL CEREMONY

Welcome to our Seal Ceremony. Seals have an illustrious history. In the days of noblemen and kings, elaborate seals validated important papers in the manner of a signature. Today, we are surrounded by seals; actual and symbolic, from legal documents to the Seal of Success; we have all been involved with seals and warranties. Seals of Approval are awarded by independent agencies after exhaustive research and testing. Other seals come from the QC departments of the manufacturer such as the Seal of Quality. Warranties, limited or full, guarantee the quality from one year to a lifetime. As we warrant, or authorize you to be officers of the club, we also give you our full and unconditional warranty that we will support you, be open to new ideas, and assist you in any way during your term or terms of office. Each of you will now be given a specific seal.

**DIRECTOR(S) -** Your seal is the Seal of Good Housekeeping. You are integral to the process of planning and direction of club activities. It is important that you use the International, Federation, Region and District resources when doing your planning. Keep up to date with changes and be sure to keep your club members informed. The position of Director is a leadership position, thus, be an active Board member and a good team member. New ideas should be shared with the Board and Club. You are in a support position to the Club President; you can be of assistance to her in many areas, and the end result will be a club which functions professionally. As Director, you are in a position to help "clean up" any questions or concerns and keep your club in "Spic & Span" condition. Do you accept these responsibilities?

**TREASURER -** Your seal is the Seal of Approval. You are responsible for receiving, recording and depositing all funds for your club. It is important that all bills be paid in a timely manner and financial reports be prepared and submitted to the Board and Club membership. The well-being of your club relies on your accuracy and timeliness. Your bookkeeping will give the Club President a wealth of information to use when making plans for the future. Your accuracy and approval are vital to your club's continued success. Do you accept these responsibilities?

**CORRESPONDING SECRETARY -**

Your seal is the Seal of Freshness. You must be present at all Business and Board meetings. Make sure that all correspondence is answered quickly,

so that the information doesn't become stale. The Club's image with the members, community and Soroptimists everywhere depends on you. Your correspondence must be neat, concise and timely. You can relieve your President of many smaller obligations by assuming and carrying out your duties in a professional manner. Do you accept these responsibilities?

RECORDING SECRETARY -

Your seal is the Seal of Assurance. As Recording Secretary, you must be present at all Board and Business meetings. You are responsible for all of your Club's records. You must accurately record important facts about club happenings. Stand ready to serve on the Board to the best of your ability. You must also keep an accurate account of your Club's membership. Your Club's confidence in your abilities will guarantee your success. Do you accept these responsibilities?

2ND VICE PRESIDENT -

Your seal is the Seal of Good Measure. As 2nd Vice President you should always be of support to your President, share her vision, and be there for her when needed. You must be ready to step in if the President and 1st Vice President are absent. Be aware of Regional and Federation guidelines. You can help your President by sharing her workload. Be actively involved in your club by attending all Board and Business meetings. Make sure your members are always fully informed. Do you accept these responsibilities?

1ST VICE PRESIDENT -

Your seal is the Seal of Satisfaction. You are the right hand of your President. If your President is unable to be present at a Board or Business meeting, you must be prepared to step into her shoes. You must learn the duties and responsibilities of the Office of President. Be ever mindful of Regional and Federation guidelines. Your satisfaction will come from knowing that you are prepared for any situation. Do you accept these responsibilities?

PRESIDENT -

Your seal is the Seal of Excellence. You must be knowledgeable, fair, just and caring. You must utilize each of your Board Members to make your club run smoothly, keep accurate records and have active, happy members. You will preside at all meetings, help set policy for the club and be a

good representative of the spirit and character of the women in your Soroptimist club. Your club members have given you their vote of confidence by electing you as their President. You can keep your club running smoothly by making sure that your Seal of Excellence covers every aspect of your club and seals out dissatisfaction, doubt and distrust. Do you accept these responsibilities?

I now declare you to be duly installed into the offices to which you were elected. Congratulations to each of you.

Props: Sealing Wax and Imprinter with recipients initial