

"Take Time for All Things"

The theme of this installation is "Take Time for All Things". It is a phrase familiar to all clubwomen since it is stated whenever we recite The Collect. "I haven't time for this or that" is also a common phrase but not to clubwomen - time waits for no man and the time for doing is now so we always manage, somehow, to find the time to do what has to be done. "Take Time for All Things" because:

*"The Clock of Life is wound but once,
And no man hath the power
To tell just when the hands will stop.
NOW is the one time you own;
Live, Love and toil with a will
Place no faith in tomorrow, for
The clock may be still."*

Each officer represent a part of our clock and the clock itself, represents the (club name). As I call your names, please step forward and take the hourglass of time in your hands.

_____, as **Junior Coordinator**, you are the **REGULATOR** of our clock. It shall be your duty to assist the Junior Membership whenever called upon to regulate a friendly relationship between their group and your General membership. You represent the wisdom that has endowed you with through your eyes as a club member. Do you agree to be the Regulator between these two groups?

_____, as **Parliamentarian**, you represent the **BALANCE WHEEL** of our clock. Without balahce, a clock cannot operate correctly. A Parliamentarian is the balance that keeps a clock operating according to its bylaws. She advises the presiding officer on parliamentary law when requested to do so and is always prepared to answer questions on parliamentary procedure. Do you agree to be the Balance Wheel of our clock?

_____, as **Auditor**, you are the **SECOND HAND**. Here accuracy is one of the greatest importance. You shall audit the books of this organization and give a report of your audit according to the bylaws. Do you agree to do this?

_____, as **Treasurer**, you are the **FACE** of the Clock. You shall have charged of the club funds, pay all bills with the approval of the Executive Board and give an accounting of all expenditures. You shall do this in all honesty so that you will be ready to "face" your group knowing that they have placed their trust in you as a person of integrity. Are you willing to take on this responsibility?

_____, as **Financial Secretary**, you are the **MINUTE HAND** on our Clock. It shall be your duty to collect all monies and issue duplicate receipt for same, issue yearbooks, furnish membership reports, be Chairman of the Budget Committee and turn all funds over to the Treasurer. All these duties take many "minutes" of our time. Do you agree to carry out these duties?

_____, as **Corresponding Secretary**, you are the **CHIMES** of our Clock. Through you, the outside world is heard from, and you in turn communicate with others on behalf of the club. If your chimes are harmonious and friendly, all will go well. Will you agree to be the Chimes of our Clock?

_____, as **Recording Secretary**, you are the **MINUTES** of our Clock. Accurate minutes are very necessary so that if the "hands of time" have to be turned back for reference - there will be no questions as to time, place or situation. Will you accept this responsibility?

_____, you will serve as **5th Vice President** and House Chairman. As such, you will represent **THE CASE** with holds our Clock. It will be your duty to assist the President, have general supervision of the Clubhouse, be responsible for maintenance and rentals and be a member of the Budget Committee. Do you accept this responsibility?

_____, as **4th Vice President** and Ways and Means Chairman, you are the **JEWELS** in our Clock. Jewels determine its worth and its power to perform. It shall be your duty to devise the ways and means of adding as many jewels as possible to the club's treasury. Will you try to add jewels to our Clock?

_____, as **3rd Vice President** and Membership Chairman, you will be the **STEM** of our Clock or the key that keeps the clock wound and running. New members with new ideas will keep our clock going so as a Membership Chairman, we expect you to find these new members and wind them into action. Will you fulfill this obligation?

_____, as **2nd Vice President** and Program Chairman, you will provide the **OIL** for our Clock. Your job takes hours of meetings and hours of planning to maintain the federation link - Club, District, State and General. It shall be your duty to keep the club informed on all Federation activities. Assist chairmen with their reports and see that all reports are in on time. Do you agree to take this "24 hour" job?

And now we come to the most important part of our Clock - you _____, as **President**, you are the **MAINSRING**. If you falter or break, the whole clock _____ to _____ and time is lost, never to be found again. You must keep calm, cool and collected and never allow yourself to fly apart when adverse conditions arise. It takes a strong leader to be diplomatic, fair and farsighted. A clock is only as good as its mainspring and if it functions with a steady, controlled action, the chimes will ring out loud and clear for the whole community to hear of the accomplishments of your group. Remember that "time" is of the essence and you should never put off until tomorrow what can be done today.

I now declare all of you duly installed officers of _____. With my congratulations I leave you with these thoughts:

This is the time of endings, but of new beginnings too, God sends us another year and maketh all things new. Another hope, another chance, another road to take, another star to follow, another star to make. New beginnings, new adventures, new heights to attain, golden opportunities to work and build again. New and higher aspirations for the future days seeking, dreaming, moving on, down bright and better ways.

Props: A small hourglass, egg timer or replica of a clock or watch for each office to be installed.