

INSTALLATION CEREMONY
"WORKING TOGETHER TO SERVE OUR COMMUNITY"

DIRECTORS (Mary Anne Ioelu and Tish Unterkoefer)

Mary Anne and Tish, you have been elected as directors of our club and you shall serve for two years and one year respectively, or until your successor is elected. You are important to the smooth operation of our club and act as a liaison between the board and the members, keeping yourselves well informed concerning matters on club, region, federation and international levels. Do you accept these responsibilities?

TREASURER (Marge Dimmick)

Marge, you have been elected treasurer of our club. Your duties consist of receiving and depositing all funds of the club, preparing and signing all checks, paying authorized bills and preparing treasurer's reports. By July 31st of each year, your books shall be ready for proper review. 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 our members, are the most precious of assets. Do you accept these responsibilities?

CORRESPONDING SECRETARY (Yvonne White)

You have been elected corresponding secretary of our club. Your duties shall be to carry on correspondence as directed by our president and to read correspondence to our member as directed by our president. 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. Do you accept these responsibilities?

RECORDING SECRETARY (Debbie Coles)

You have been elected recording secretary of our club. Your duties are to be present at business and board meetings, and to keep accurate 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. You shall submit minutes of the business and board meetings and any recommendations from the Board of Directors. Do you accept these responsibilities?

FIRST VICE PRESIDENT (Maralee Davis)

You have been elected first vice president of our club. You must be ever ready to step into the shoes of the president and carry forward in her absence, if necessary. One of your duties is program planning, which is very important since forward-looking, interesting programs will have a great bearing on the success of our club for this year. Your knowledge of region and federation projects will be most helpful in this respect. You will want to put forth your best efforts for the ideals and goals of Soroptimist. Do you accept these responsibilities?

SECOND VICE PRESIDENT (Kit Meyer)

You have been elected second vice president of our club. You will serve as chairman of the ways and means committee. Your duties are to over-see all fundraising projects, secure insurance coverage and permits as required, and to help the project chairs when needed. Do you accept these responsibilities?

PRESIDENT (Elena David)

You have been elected president of our club and your duties shall be those as implied by the title. You shall preside at all meetings, carry out the policy of the club and represent to the community the spirit and character of Soroptimist. As important as the club bylaws are, they constitute only a partial list of your duties. Worthy of note are the leadership qualities that you will need as president-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 communication, understanding, participation and a Soroptimist viewpoint. This means you will be alert to changing needs in your community and knowledgeable about region, federation and international aims. Do you 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.

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 THAT YOU WILL PLEDGE YOUR VERY BEST IN SUPPORTING YOUR OFFICERS.

“WORKING TOGETHER TO SERVE OUR COMMUNITY”

In keeping with President Elena’s theme, “Working together to serve our community”, I have given a gift bag to each of you. It contains a picture of you working together in the spirit of Soroptimism and:

Workman’s Glove: to remind you that all worthy projects and goals require hard work;

Super Glue: to hold us together through thick and thin when working toward a common goal;

Guide to our Community: to help you know our base; and

Alkaline Battery: to keep you going (like the energizer bunny) when you need that extra spurt of energy.