

Installation Ceremony – Sample Template

Themes: You may choose a theme or use a theme chosen by the incoming President, use a theme not listed here, or not use a theme at all. Fill in the narrative blanks with your chosen theme for each officer position, or leave them out. As you prepare for the installation ceremony, gather any props that will assist you visually and prepare the installation table appropriately. While candles may be desirable, please make sure that the host of the installation ceremony does not object to open flame.

Office:	President	Vice-President/President Elect	Secretary	Treasurer	Immediate Past-president
Theme:					
Colors (Use thread/rainbow/any item of that color)	Violet: leadership, greatness, unselfish effort	Blue: loyalty, truth, faithfulness, calming	Red: energy, vitality, perseverance	Green: prosperity, growth	Yellow: sincerity, wisdom, intellect
Flowers (can be fresh or silk)	Rose: grace, elegance, beauty	Iris: faith, wisdom, promise, hope	Sunflower: potent loyalty	Peony: prosperity, peace	Zinnia: absence, goodness
Keys (any kind on a string or piece of yarn)	Front door: opens the “home” of the organization	Master: opens any door	Filing cabinet: opens place where records are kept	Safe: opens place where money is kept	Diary: houses the past and keeps it confidential
Garden (tools themselves or a picture of the item)	Scale: keeps organization in balance	Spade: dig in to help others when needed	Trowel: keep up with records by hand (writing)	Garden fork: to “fork over” money and track expenses	Gloves: being thoughtful but not afraid to take them off
Candy	Milky Way: principle star in galaxy	M&M's: you can be any color (officer) any time	Mounds: handle “mounds” of paperwork	Payday: you handle the funds	Three Musketeers: all for one and one for all
Spices	Allspice: compassion, a mixture of many spices	Thyme: activity, courage	Rosemary: fidelity, accuracy, exactness	Ginger: flourishing, success, money	Clove: dignity, protection
Quilting Bee	Binding: holds together, keeps straight	Filling material: adds depth and warmth	Needle and thread: keeps things from shifting	Backing: supports the quilt	Quilting squares: forms the top, creates pattern
Beanie Babies	Duck: leads charges safely and deliberately	Turkey: struts their stuff and “fills out” when called for	Blue jay: chirping out minutes	Squirrel: safekeeping valuables	Frog: keeps others hopping and from croaking
Cooking	Serving spoon: dishes up order, blends members together	Ladle: fills in when needed	Slotted spoon: drains out unimportant puts in what's needed	Spatula: flip pages of checkbook and scrapes when necessary	Measuring cups: gauges contributions and supports appropriate mix
Lighthouse	Wheel & rudder: keeps ship on course	Mainsail: fills in to keep ship from running aground	Ship's log: records where we've been and will go	Lifeboat: making sure we have what we need to survive	Anchor: holds steady so as not to drift into danger
Monopoly Game	Board and dice: to keep players moving in same direction	Playing pieces: can interchange them anywhere	Property cards: keep track of ownership and activity	Money: handle all funds appropriately	Rules: to keep all players on track and fair
Construction	Hammer: power and order	Blueprint: keep to the plan	Pencil/ruler: marking progress & achievements	Toolbox: safekeeping tools for builders	Level: keeps us straight

The Officer Installation Ceremony may take many forms, depending on the Society/Chapter, its circumstances and its leaders. The typical ceremony, however, should include introduction of new officers to the members, a charge or challenge to the officers, one to the members, and an inspirational ending which could include a special speaking presentation or the incoming President's expectations and vision for the coming year. This is a good time to highlight the concepts of leadership, service and AAMA participation in a meaningful way, and to start off new officers with a truly significant, but brief, ceremony which not only recognizes them, but challenges them as well.

Suggested outline and script for proceedings:

1. Introduction of Master of Ceremonies/Moderator

The outgoing President or another suitable person may be asked to officiate. The outgoing President should first introduce themselves or the individual who will conduct the ceremony. The Moderator may offer a prayer or present the idea of the theme of the ceremony, setting the tone for the proceedings.

The theme of _____ has been chosen by me/your president for your installation of officers/her (or his) term. *Describe the chosen theme and how its overall meaning fits into the role of officers and members to the success of the organization. Use this time to set the tone for the installation.*

2. Recognition of Retiring Officers

Ask retiring officers to come to the front of the room to stand with Moderator

Moderator: Officers, your contributions have brought us to where we stand today and this moment becomes the starting point from where your new officers will begin their own service. We recognize and thank you for your leadership and sacrifice of time, energy and skill as you fulfilled the duties of your office.

Immediate Past-President is asked to step forward

Moderator: (Immediate Past-President's name), you have guided this Society/Chapter over the past year. Because of your knowledge and experience you will be an important part of the success of the newly elected officers. We thank you for your dedication. As a sign of your acceptance of the continued, but relaxed, responsibilities of Immediate Past-President, would you please remain here with me to assist the new officers as they are installed? *May also be asked to light a main candle from which all other incoming officer's candles will be lit, or Moderator may choose to have them be seated with the others and continue installation.*

Moderator's call for applause concludes this section of the ceremony as retiring officers are asked to be seated. Offices are officially vacated at this time.

3. Introduction and Installation of Incoming Officers

Incoming officers are asked to come forward, either as a group or individually, at the preference of the Moderator. Direct them where they should stand as they come forward.

Office of Treasurer

Moderator: Will (new Treasurer's name) please come forward/stand with me?

(New Treasurer's name), the office of treasurer is an important one, for you must accept the responsibility of receiving, recording, and distributing funds using your gifts of organization and

administration. It will be your duty to keep an accurate record of all monies paid into the Society's/Chapter's treasury and to pay all bills promptly so that the Society/Chapter maintains a reputation for honesty and efficiency. You will, at all times, maintain the confidentiality of all member information, and be prepared to furnish information on the financial condition of the Society/Chapter as you pursue the virtues of trustworthiness, steadfastness, and honesty. May you be strengthened and inspired by your special responsibilities. Are you ready to assume the duties of Treasurer?

Treasurer: "I am."

Moderator: (Name of Treasurer), I give you a _____ (theme item) to represent _____ (attributes of the item from theme as applied to Treasurer). Congratulations. *(Lead applause.)*

May ask the Treasurer to light a candle to signify their willingness to serve, or may ask them to step to the side as you install the next officer.

Office of Secretary

Moderator: Will (new Secretary's name) please come forward/stand with me?

(New Secretary's name), your role as Secretary requires that you use your gifts of communication and wisdom to maintain accurate written record for the Society/Chapter. You will take minutes of Executive Board meetings and General Assembly/House of Delegate meetings. Being an objective guardian of all actions taken, your role is to communicate these actions to members. You will receive and respond to all correspondence at the desire of the President. The pages that you write paint a picture of the history of this Society/Chapter for future members and leaders. Are you willing to assume the duties of this office?

Secretary: "I am".

Moderator: (Name of Secretary), I give you a _____ (theme item) to represent _____ (attributes of the item from theme as applied to Secretary). Congratulations. *(Lead applause.)*

May ask the Secretary to light a candle to signify their willingness to serve, or may ask them to step to the side as you install the next officer.

Office of Vice-President/President-Elect

Moderator: Will (new Vice-President/President Elect's name) please come forward/stand with me?

(New Vice-President/President-Elect's name), your role is to represent all members and indeed all medical assistants. The unique nature of this office allows you freedom to impartially weigh the needs of the profession, and to propose new and dynamic solutions. Be willing to reach out to all members, no matter what their opinions and perspectives might be. You will be a trusted and valuable assistant to the President and must commit to the highest ideals of the profession and the Society/Chapter. At times, you may be asked to fill in for any office that has a temporary vacancy. Are you willing to assume the duties of this office?

Vice-President/President Elect: "I am".

Moderator: (Name of Vice-President/President Elect), I give you a _____ (theme item) to represent _____ (attributes of the item from theme as applied to Vice-President/President Elect). Congratulations. *(Lead applause.)*

May ask the Vice-President/President Elect to light a candle to signify their willingness to serve, or may ask them to step to the side as you install the next officer.

Office of President

Moderator: Will (new President's name) please come forward/stand with me?

(New President's name), at this moment you are about to assume the office of President of the _____ (name of Society/Chapter). You carry on the dedication and toll of all the presidents who have served before you. It will be your duty to preside at all meetings, fill all appointive offices, appoint all committee heads, order drafts on the treasury, and exercise general supervision over the Society's/Chapter's activities. You lead all of us forward to the unknown challenges and new horizons waiting in the year ahead. The virtues and gifts of all the other officers must be yours, and in abundant measure. You have been selected from among your peers for this highest honor. You must uphold the Bylaws and principles of the Society/Chapter, yet be sensitive and concerned about the ideas and feelings of all members. Are you ready to assume the duties of the office of President?

President: "I am".

Moderator: (Name of President), I give you a _____ (theme item) to represent _____ (attributes of the item from theme as it applies to President). Congratulations. (Lead applause.)

May ask the Vice-President/President Elect to light a candle to signify their willingness to serve, or may ask them to step to the side as you complete the ceremony.

4. Charge to the Membership

The membership may be asked to support, encourage and provide assistance when needed to the newly elected officers. You may use a theme item of your choosing to represent the members as they support and offer assistance to their newly elected officers, or you may choose to be generic in your request.

Lead applause for the incoming officers. Officers (except for the new President) may be asked to be seated at this time.

Thank the membership for allowing you the honor of installing their officers and turn the program over to the newly elected President.

5. Ceremony is turned over to the newly elected President

President may give a short speech of his/her plans and hopes for the coming year. New president conducts the rest of the activities.