

AUXILIARY INSTALLATION SERVICE

(SHORTENED VERSION)

(Request that the executive members and any others to be installed come forward and line up in front of the members.)

*(Installing Officer begins).....***It is indeed an honour to have the privilege to install the officers of the _____**

Installations are a time to challenge Executive members to lead with vision, commitment and dedication in keeping with the goals and ideals of your auxiliary.

*(To the Retiring President) ...NAME.....***the members join me in thanking you for your leadership and ask if you will now act as mentor to the new executive and assist where and whenever you are requested to do so. Will you accept this duty? “I will.”**

*(If the Past President is in a continuing role, say this).....NAME.....***the members join me in thanking you for your continued leadership and support. Are you willing to continue in the role of Past President and assist where and whenever you are requested to do so? “I AM.”**

*(Installing Officer to Secretary).....NAME.....***As Secretary, you are the custodian of your auxiliary’s records and it is your duty to keep factual and concise minutes of all meetings; attend to general correspondence in a timely manner and**

cooperate with other executive and auxiliary members in all the work of the auxiliary. Do you accept these duties? “I DO.”

*(Installing Officer to Treasurer).....NAME.....***As Treasurer, you are the fiscal officer of the auxiliary; you will oversee the income and expenditures approved by the members; present accurate financial reports to all meetings of the members and the executive committee; and ensure that all books and records are maintained according to accepted financial standards and requirements of pertinent regulatory bodies. Are you prepared to carry out these duties? “I AM.”**

*(Installing Officer to the 2nd Vice-President if there is one).....NAME.....***Your role is to become familiar with the role and duties of the President, so that in the absence of the 1st Vice President and the President you can preside at meetings of the Executive and the membership. You will assist in any way possible to ensure the smooth operation of your auxiliary. Do you accept this responsibility? “I DO.”**

*(Installing Officer to the 1st Vice President).....NAME.....***it is your duty to become familiar with the duties of the President, and in (his or her) absence preside at meetings of the Executive Committee and the membership. Also, together with or in the absence of the President you will be expected to represent your auxiliary at various functions, including BCAHA area and provincial conferences whenever possible. It is your duty to be supportive and assist the President in every way. Do you accept this vital position? “I DO.”**

*(Installing Officer to President).....NAME.....*you have been elected to the highest office in this auxiliary. You will use your talents, abilities and resourcefulness to oversee all auxiliary activities and motivate the membership, and represent your auxiliary at BCAHA area and provincial conferences. You are charged to preside with dignity, fairness, impartiality and maintain a harmonious environment. Will you accept these duties and responsibilities and provide leadership to the officers being installed and to all auxiliary members for the coming year?
"I WILL."

(Installing Officer to other Executive Members who are being installed e.g. convenors, membership chair, thrift store manager, public relations officer, etc. etc.....call these individuals forward and install in one group).....LIST OFF THEIR NAMES

.....Each of you in your position makes an important contribution by working together to carry out the activities of your auxiliary. Do you promise to fulfill your duties to the best of your abilities?ALL RESPOND "WE WILL."

(Installing Officer to all members) **Will all the members stand if able? Members of the _____, you also have your responsibilities. The success of your auxiliary is no stronger than its individual member and their willingness to give themselves to support the work of the auxiliary. Members, do you pledge your full support to those being installed here today?RESPONSE... "WE DO."** Members, please be seated.

Congratulations to you all! It is my privilege to declare you officially installed and I trust you will enjoy your duties and successfully continue the work of your auxiliary in the year ahead.