



## INSTALLATION OF OFFICERS

- 1) The presiding officer (such as the outgoing Post President) introduces the installing officer who is normally a Society officer or director (such as an RVP), or a senior member of the Post.
- 2) The installing officer asks the new officers (except the President-Elect) to come forward and stand at his/ her left in this order: Vice President, Secretary, Treasurer, and Directors. (If there are additional officers, they should form in the line at the appropriate places.)
- 3) The installing officer introduces these newly elected officers and asks them as a group: "Do you pledge yourselves to support the Society's *Strategic Plan* and carry out faithfully the duties of the offices to which you have been elected or appointed?"
- 4) All of the new officers' respond: "I do."
- 5) The installing officer asks the outgoing and new President to come forward. (They do so and stand at the "installer's" right; the new President next to the "installer.")
- 6) The installing officer asks the outgoing President to present the Post Charter and Post Bylaws to the President-Elect. (This is done.)
- 7) The installing officer asks the new president: "Do you pledge yourself to support the Society's *Strategic Plan* and carry out the duties of the President of the \_\_\_\_\_ Post to the best of your ability?"
- 8) The new President responds: "I do."
- 9) The installing officer then states: "I now declare the newly elected officers and directors of the \_\_\_\_\_ Post to be duly installed."
- 10) The installing officer may then make any appropriate remarks about the ceremony, the outgoing group, or the newly installed group. These may include laudatory remarks about the Post's accomplishments, or perhaps challenge the newly installed group to achieve certain goals or objectives.
- 11) By prior mutual agreement, either the presiding officer, or the outgoing or new Post President, then takes control of the meeting to close and remind the members of the next meeting date, time, and location