

COLORS OF DUTY CEREMONY

Materials needed: long-stemmed flowers in multiple colors, such as roses or carnations OR
Items such as Jewelry in the color of each office

You will need one for each officer as described in the script (of course you may be flexible with the colors), as well as enough to pass out at the end to everyone else.

OUTGOING PRESIDENT – Open the meeting, remarks, turn meeting over to Installing Officer

INSTALLING OFFICER: Introduce his/herself and outline their duties as installing officer.

INSTALLING OFFICER: I ask that the outgoing officers and board of directors please rise and be recognized. On behalf of our association and guests here today, thank you for serving our association this past year. We are grateful for the time and commitment you have given. As installing officer, I now declare that you are retired from office. Members and guests, please join me in thanking these individuals.

The incoming president has chosen a color ceremony for her installation. As I introduce each of the newly elected officers and directors, please come forward, accept your (flower, bracelet, etc) and form a line to my (left / right).

NAME OF OUTGOING PRESIDENT (immediate past president), please come forward. The experience you gained as President this year will be of great benefit to your association for the coming year, where you will sit on the Board as past president and always be available as needed. Please accept the **WHITE** bracelet (or flower, etc.), representing all the colors of the spectrum and the entire membership.

DIRECTORS (NAME THEM INDIVIDUALLY), please come forward. You will serve on the Board as Directors. Please accept the **PURPLE** bracelet (or flower, etc.) and place it on your right wrist. Purple is the color of good judgment, which you will use as directors. You will represent the membership at large. Your experience and knowledge from your past service will be invaluable to the Board, and you will serve as liaisons between the members and the Board.

NAME OF SECRETARY, please come forward. You will serve as Secretary. Please accept the **YELLOW** bracelet (or flower, etc.) and place it on your right wrist. Yellow brings the clarity and awareness you will need as you take the minutes of the meetings of the Association and the Board of Directors. These minutes shall be kept in a safe place as they will become the history of the Association.

NAME OF TREASURE, please come forward. You will serve as Treasurer. Please accept the **GREEN** bracelet (or flower, etc.) and place it on your right wrist. Balance and a sense of order are found in the color green representing the qualities you will need as your main duties will be to take care of the finances of the association; report to the board and membership as required by the bylaws; keep your books in balance and always be ready for an audit.

NAME OF THE VICE PRESIDENT, please come forward. You will serve as Vice President. Please accept the **ORANGE** bracelet (or flower, etc.) and place it on your right wrist. Orange represents a willingness to embrace new ideas with enjoyment and a sense of exploration. Use it as you serve on the membership committee, and help install new members and work with the membership chairperson to keep the roster up-to-date. You will also assist in making arrangements for the monthly meetings, see that the announcement is printed in the bulletin, and introduce guests at meetings.

NAME OF PRESIDENT ELECT (OR 1ST VICE PRESIDENT), please come forward. You will serve President-Elect. Please accept the PINK bracelet (or flower, etc.) and place it on your right wrist. Pink represents peace and a sense of calm. Qualities that are important as you will assist the president at all times, acting in his/her capacity whenever called upon to do so. You will also serve as program chair. You shall be aware of the duties of the president and know the by-laws and standing rules, in the event you may be called upon to serve in the capacity as president.

NAME OF PRESIDENT, please come forward. It is my extreme pleasure to have you accept the RED bracelet (or flower, etc.) and place it on your right wrist, red is the most vibrant color of all, and has a strong symbolism as life and vitality. By electing you to the office of president, the highest office an association can bestow, your members have recognized in you the attributes necessary to lead your association through another year of achievement and growth. They have signified their confidence in your leadership and will look to you for guidance in the coming year. You will represent them well: You will rule firmly but fairly, heeding the majority but listening to the needs of the minority. Each bracelet (color) alone is beautiful in its own light. But together, they represent all the different colors of the spectrum, signifying the beauty of what can be accomplished by the whole group together.

Please come together and raise your right hands. Repeat after me:

**--I ACCEPT THE RESPONSIBILITIES
--AS PERTAIN TO MY OFFICE
--AND WILL CARRY OUT THE DUTIES
--TO THE BEST OF MY ABILITY.**

(You may step back in line.) As installing officer I hereby declare you duly installed as officers of **NAME OF THE CHAPTER** for the **TERM** year. To our new board, you are to be congratulated on having been elected to direct the activities of this association for the next year. You realize the responsibilities that are yours and we are confident that you accept your obligations seriously and will make the upcoming year a credit to the association. Its success depends largely on you.

As you all take your seats, we would like you to pass out to each of our members, as well as our esteemed guests, **a bracelet (or other gift) to** symbolize their contribution to our organization. Our officers could not do their jobs without the help of the entire membership. **THANK YOU FOR YOUR SUPPORT!**

To our members, these are the officers you have selected for the next year. You are to be congratulated on your selection, but in choosing them as your leaders, you must not lose sight of the fact that cooperation from every member is necessary to continue the success of our association.

And now **NEW PRESIDENT**, I would like to present you with your gavel, to be used during this year to conduct our meetings and keep us in order. Thank you for this honor of installing you and your executive board.