

INSTALLATION CEREMONY, entitled “SYMPHONY”

Thank you (outgoing president) and thank you (incoming president) for the honor of installing you and your Executive Board.

First, I would like to introduce to you the outgoing Board. When I call your name, please come forward. Members, please hold your applause until all are introduced. On behalf of the Association members we wish to express deepest appreciation for the untiring effort and splendid leadership which you have displayed in directing us through another successful year. Ask for closing remarks by outgoing president. (Applause and all go back to their seats)

The theme for tonights installation is: (name of association), A SYMPHONY. The word “Symphony” is from the Greek, meaning “Sounding Together”. A symphony is made of different parts or movements with the same theme. Throughout the year each president and her board work to fulfill goals in line with the object of this association, as stated in our by-laws. The object is to provide insurance education; to support the professional advancement of its members; to cultivate fellowship within the association; and to strengthen loyalty to the industry. A beautifully composed symphony however needs a full orchestral performance to be effective. Tonight we install new officers and directors who are ready to take their place of leadership in the orchestra. Will each member of the new orchestra please come forward as I call her name.

Our conductor for the (fiscal term) is _____ (Give some background information here on the incoming president). Her goal is to bring the membership together in working toward the purpose of our association in selecting compositions that will utilize all sections in vibrant expression. (Name), your duties as President shall be to preside at all meetings of the association and Executive Board and perform such other duties as would pertain to the office. You shall appoint a parliamentarian and chairman of all committees, except as otherwise provided in the by-laws. You shall be ex-officio member of all committees except the Nominating Committee. The success of the association during the coming year depends largely upon you.

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Representing the String Section in our new orchestra is _____, as President-Elect. (Give some background information here on her). The Strings are the orchestra’s solid base and they are seated immediately in front of the conductor. (Name), your duties as President-Elect of this association shall be to perform the duties of and have the same authority as the President in the event of the absence or inability of the president to perform her duties. Conductor, please present _____ with her copy of the score for the year.

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The Woodwind Section in our orchestra is represented by (Name), a Vice-President. (Give her background information here). The Woodwinds back up the Strings in seating arrangement in the orchestra and ties the movements of our Symphony together. (Name), your duties as Vice President of this association shall be to perform the duties of and have the same authority as the President in the event of the absence or inability of either the President or President-Elect to perform their duties. Conductor, please present _____ with her copy of this year's score.

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Representative of the Percussion Section of our orchestra is (Name), Secretary. (Give her background information). The Percussion family of instruments is probably the most ancient instrumental group in existence and you will put our orchestra into the permanent annuals of our association. (Name), your duties as Secretary shall be to keep a complete record of all business transactions of the association and the Executive Board and perform such other duties as may be required in our by-laws. Conductor, please present _____ with her copy of this year's score.

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Next, we come to the Brass Section, which will be represented by (Name), Treasurer (Give her background information here). The Brass Section consists of a harmonic series of instruments. Finance plays a very important role in the harmony required in all phases of our operations. (Name), your duties as Treasurer shall be to act as custodian of all funds of the association as outlined in our by-laws. Conductor, please present _____ with her copy of the score for this year.

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Quite often, a Piano or other Instrument is added to the orchestra, which compliments and rounds out a composers work. Representing this section of our orchestra are the Directors. When a conductor includes a special instrument in the score, an extra dimension is added, usually in a supporting role but in some instances they take a solo part, always available to respond to the wave of the conductor's baton. (Give background information of each of the Directors, as their name is called). Directors, your duty is to serve as a liaison between our members and the officers. Conductor, please present each Director with her copy of the score.

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Finally, we would like to add to our orchestra our Immediate Past President, who represents Guest Performers. (Name), your role will be that of advice and counsel to the new conductor and her orchestra, giving your experience where needed to make our new Symphony harmonic and stimulating, always to end with a standing ovation. Conductor, please present _____ with her score for the coming year.

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Will the new Orchestra stand and raise your right hands. The (name of association) through election by the members, have chosen you to be its officers for the coming year. Knowing full well that the burden of leadership rests upon you, do you accept this responsibility? Do you pledge your whole-hearted support and unqualified loyalty to the ideals upon which this association is founded and promise to execute to the best of your ability the duties which are yours, during your term in office? RESPONSE by officers: "I do".

(To members): These are the officers of your choice. You are to be congratulated on your selection, but in placing them as our leaders, you must not lose sight of the fact that cooperation from every member is necessary for continuance of the success we have always enjoyed. (Applause).

Turn the meeting over to the new President by handing her the gavel.

Script composed originally in 1980 by M. "Sandy" Dameron, CPIW, San Francisco Chapter of NAIW.

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