

INSTALLATION OF OFFICERS (formal script)

“(Outgoing President), please come to the podium...”

(Acknowledge outgoing president for an excellent job, calling attention to special events, accomplishments, etc, during the past year)

(Outgoing President remains at podium)

“(Incoming President), please come to the podium...”

“(Incoming President), you are entrusted with the leadership responsibility of the (chapter name) Chapter of ARMA International. You are both the Chief Executive Officer and the Chief Operating Officer for this chapter during your term of office. The resources, membership, the public and the profession of information and records management in this area are now in your care. You are responsible for the guidance of the other officers of the chapter and the various committees in the conduct of chapter operations. You are responsible for the development of future officers, the financial management of the chapter, the advancement of the profession, the development of members as professionals, and the recruitment of new members to the chapter and to the profession. You are also the chapter liaison between the (name of chapter), the Region leadership, and ARMA International Headquarters.

“Do you promise to take these charges to the best of your ability?”

“(Incoming President) I do”

“With this gavel you accept the responsibility to guide the (chapter name)”

(Hand gavel to Incoming President or have the outgoing hand over gavel)

“Congratulations and good luck.”

(New president remains at podium)

“Will Vice-President Elect (name) please come to the podium?”

“(VP elect), you have specific and general responsibilities for the (name of chapter), no the least of which is to fulfill the obligations and duties in the absence of the President. Do you accept the duties which are about to be conferred upon you?”

“I do”

(VP remains at podium)

“Will Treasurer-Elect (name) please come forward?”

“(Treasurer Elect), you have an important job. You are responsible for the funds of this chapter. Follow the budget and follow your conscience in handling the financial matters of this chapter. Do you accept the responsibilities which are about to be conferred upon you?”

“I do”

(Treasurer remains at podium)

“Will Secretary- Elect (name) please come forward?”

“(Secretary elect), you are responsible for recording the actions of both the Board of Directors and the general membership. You are creating the archives of this chapter. You are responsible for the recording of significant events and trends as well as being the communication link between the membership and the Board of Directors. Do this job carefully and well. Do you accept the responsibilities which are to be conferred upon you?”

“I do.”

(Secretary remains at podium)

“Will the following Directors please come forward?”

(all additional Directors approach the podium)

“You are responsible for the direction of the (name of chapter) and the training of the membership for the furtherance of the information and records management profession. Do your jobs well and grow as individuals as you help the (name of chapter) and its members grow professionally. Do you accept the responsibilities which are about to be conferred upon you?”

“I do”

(all directors remain at podium)

“Chapter officers, please raise your right hand as I administer the Oath of Office.”

“Do you solemnly affirm...

To faithfully attend board and chapter meetings;

To conscientiously fulfill the obligations and duties of the office you are accepting in a professional, business-like manner as outlined in the by-laws of the (name of chapter) to the very best of your abilities and for the benefit of the (name of chapter) as a whole;

To abide by the Code of Professional Responsibility for information and records management professionals?”

“(all officers) I do.”

“The office to which you have been elected is hereby conferred upon you. Congratulations to each of you.”

(Shake hands of each)



“Will all the members in good standing of the (name of chapter) of ARMA International please stand?”

“Do you, as members of ARMA International and members of the profession of information and records management, accept the challenge to advance your profession and yourself and to meet the direction of the officers and committees of the (name of chapter)?”

“I do”

“I would like to officially present your new chapter officers for the coming year. I think they deserve a round of applause.”

(Applause) “This closes the official installation ceremonies. Thank you.”