

# **INSTALLATION CEREMONY**

CHAIRPERSON: (Mister or Madame) President, I present to you the officers-elect SkillsUSA for 20\_\_\_\_ - 20\_\_\_\_, duly chosen for their abilities and qualities of leadership. It is the duty of the \_\_\_\_\_ District Executive Council to properly install the officers-elect so that they may assume their responsibilities September 1, 20\_\_\_\_.

PRESIDENT: (Mister or Madame) Historian, will you proceed with the installation of the new officers.

**Your 20\_\_ - 20\_\_ \_\_\_\_\_ District Historian is: \_\_\_\_\_.**

(The historian faces the audience from behind the speaker's stand and the historian-elect approaches and faces the speaker's stand.)

HISTORIAN: (Mister or Madam) Historian-elect, it is your responsibility as Historian to collect and display mementos of all the district's activities. You will make a scrapbook depicting the events of the organization during your term.

May I remind you to reflect upon the colors of your organization: red and white represent the individual states and their chapters; blue represents the unity between states and the chapters; gold represents the individual, the energetic and enthusiastic force that drives SkillsUSA.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as historian to the best of my ability.

(The Historian gives the historian officer pin to the new officer and says:)

HISTORIAN: I now present you with the pin of your office and declare you duly obligated and installed as historian of the \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_\_\_ - 20\_\_\_\_.

**Your 20\_\_ - 20\_\_ \_\_\_\_\_ District Parliamentarian is: \_\_\_\_\_.**

(The parliamentarian faces the audience from behind the speaker's stand and the parliamentarian-elect approaches and faces the speaker's stand.)

PARLIAMENTARIAN: (Madam or Mister) Parliamentarian-elect, it is your duty to serve as consultant to the president on procedural matters. An authority on parliamentary procedure is frequently needed, and the Parliamentarian is the source of such information. The parliamentarian must possess at all time *Robert's Rules of Order, Newly Revised, the SkillsUSA*

*Leadership Handbook*, the national, state, and district SkillsUSA constitutions, and bylaws.

May I remind you that the shield, a vital part of your SkillsUSA emblem, represents patriotism. The symbol of your office, the shield, denotes belief in democracy, liberty, and the America way of life.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as parliamentarian to the best of my ability.

(The parliamentarian gives the officer pin to the new officer and says:)

PARLIAMENTARIAN: I now present you with the pin of your office and declare you duly obligated and installed as parliamentarian of the \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_ - 20\_\_.

**Your 20\_\_ - 20\_\_ \_\_\_\_\_ District Reporter is: \_\_\_\_\_.**

(The reporter faces the audience from behind the speaker's stand and the reporter-elect approaches and faces the speaker's stand.)

REPORTER: (Madam or Mister) Reporter-elect, it is your obligation as reporter to compile reports of all the activities of SkillsUSA and to release them to the news media. You are in charge of all public relations carried on in SkillsUSA.

May I remind you that the symbol of your office is the gear, symbolic of the Industrial Society, which denotes the interdependence and cooperation of the individual working together with labor and management for the betterment of mankind.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as reporter to the best of my ability.

(The reporter gives the officer pin to the new officer and says:)

REPORTER: I now present you with the pin of your office and declare you duly obligated and installed as reporter of the \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_ - 20\_\_.

**Your 20\_\_ - 20\_\_ \_\_\_\_\_ District Treasurer is: \_\_\_\_\_.**

(The treasurer faces the audience from behind the speaker's stand and the treasurer-elect approaches and faces the speaker's stand.)

TREASURER: (Madam or Mister) Treasurer-elect, you have been elected by your fellow members to serve as treasurer of the organization. It will be your responsibility to report to the local chapters and state association as to the financial status of the organization. A knowledge of simple accounting must be mastered and records must be maintained accurately.

May I remind you that the flaming torch, the symbol of your office, reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward vocational goals of the individual.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as treasurer to the best of my ability.

(The treasurer gives the officer pin to the new officer and says:)

TREASURER: I now present you with the pin of your office and declare you duly obligated and installed as treasurer of \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_\_\_ - 20\_\_\_\_.

Your 20\_\_ - 20\_\_\_\_\_ District Secretary is: \_\_\_\_\_ .

(The secretary faces the audience from behind the speaker's stand and the secretary-elect approaches and faces the speaker's stand.)

SECRETARY: (Madam or Mister) Secretary-elect, you have been honored by your fellow members with the responsibility of keeping accurate meetings. You have custody of the Constitution and bylaws and will have them available at each meeting to be used for reference. You will check and write correspondence and provide the president with an agenda for each meeting.

May I remind you that the symbol of your office, the orbital circles, represents the challenge of modern technology. They signify the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as secretary to the best of my ability.

(The secretary gives the officer pin to the new officer and says:)

SECRETARY: I now present you with the pin of your office and declare you duly obligated and installed as secretary of \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_\_\_ - 20\_\_\_\_.

Your 20\_\_ - 20\_\_\_\_\_ District Vice-President is: \_\_\_\_\_ .

(The vice president faces the audience from behind the speaker's stand and the vice president-elect approaches and faces the speaker's stand.)

VICE PRESIDENT: (Madam or Mister) Vice President-elect, you have been selected by your fellow SkillsUSA members to serve as vice president this year. Your duties will require you to preside at meetings and other functions in the absence of your president. As the one charged with the responsibility for the program of activities for the coming year, you must provide the spark and enthusiasm to keep SkillsUSA running smoothly.

May I remind you that the symbols of your office are the hands. The hands represent youth, and portray a search for knowledge and a desire to acquire a skill. In the process, we will develop a dignity for work and become more productive and responsible citizens.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as vice president to the best of my ability.

(The vice president gives the officer pin to the new officer and says:)

VICE PRESIDENT: I now present you with the pin of your office and declare you duly obligated and installed as vice president of the \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_\_\_ - 20\_\_\_\_.

Your 20\_\_ - 20\_\_ \_\_\_\_\_ District President is: \_\_\_\_\_.

(The president and president-elect take their places at the speaker's stand, facing the audience.)

PRESIDENT: (Madam or Mister) President-elect, you have been selected by your fellow SkillsUSA members to lead our organization for the coming year. A good president is one who can work with people and, in turn, get people to work with him/her for the betterment of the organization. You must be aware of the work that has to be done and provide leadership in seeing it is accomplished. It's your responsibility to see that the organization is always moving ahead. You must know how to delegate authority to fellow officers and committees. You must preside over meetings, always using proper parliamentary procedure and practices. You must be the guiding light for the fellow officers and members in the coming year.

May I remind you that the symbol of your office are the words, "Skills" and "USA". Together these words represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of the SkillsUSA organization. So I urge you to lead your officers in working together in and for the strength of SkillsUSA.

Please repeat after me: I, \_\_\_\_\_, promise to fulfill the duties of my office as president to the best of my ability.

(The president gives the officer pin to the new officer and says:)

PRESIDENT: I now present you with the pin of your office and declare you duly obligated and installed as president of the \_\_\_\_\_ District SkillsUSA Missouri Association for 20\_\_\_\_ - 20\_\_\_\_.