

# ALTRUSA OFFICER INSTALLATION

## THEME OF TICKING CLOCK

The clock of Altrusa International of (Name of Club) has ticked away the last hours of this club year. We must prepare to rewind the clock, set the hands anew and swing the pendulum of a new club year into motion. YOU, its members, wind this club clock. The entire Board of Directors is the mainspring and the time and talents of the entire membership are the hands. As I install your new officers, the clock will begin to tick with all parts working together.

Will the officers to be installed please take their places?

### **PAST PRESIDENT:**

Will (Name of Past President) please step forward? The hours of your clock have ticked away but the club membership at this time would like to give you a round of applause for a job well done. (Applause) We would remind you though that the club still asks of you to continue to give of your time in assistance to the incoming president in any manner of which she has need. Do you accept this responsibility? I declare you duly installed as Past President of Altrusa International of (Name of Club).

### **DIRECTORS:**

Will (Name each Director) please step forward? As Director, your hours will be spent rendering service to your club and to your community. You should spend your time helping your fellow club members to become more a part in your joint efforts. Do you accept this responsibility? I declare you duly installed as Directors of Altrusa International of (Name of Club).

### **TREASURER:**

Will (Name of Treasurer) please step forward? As Treasurer of this club, your time will be spent receiving, recording and disbursing the funds of the club. You must help combine the time and talents of your fellow members to the funds to support the club projects. You will prepare a report for each board meeting and business meeting so the members will know the financial standing of the club at all times. Do you accept this responsibility? I declare you duly installed as Treasurer of Altrusa International of (Name of Club).

### **RECORDING SECRETARY:**

Will (Name of Recording Secretary) please step forward? Time becomes more meaningful after we have lived it. As Recording Secretary, you are the keeper of the golden deeds. The ticking of the clock will find you keeping a record of the progress and actions of the club and time well spent by your fellow members. Do you accept this

responsibility? I declare you duly installed as Recording Secretary of Altrusa International of (Name of Club).

**CORRESPONDING SECRETARY:**

Will (Name of Corresponding Secretary) please step forward? As Corresponding Secretary, the ticking of the clock will find you writing letters expressing the good will of your club and attending to its correspondence. Do you accept this responsibility? I declare you duly installed as Corresponding Secretary of Altrusa International of (Name of Club).

**VICE PRESIDENT:**

Will (Name of Vice President) please step forward? As Vice President, the hands of your clock will be the hands that render constant aid and loyalty to your President. Check your timepiece often. Keep in time with your President and always be sure that the two of you tick in harmony. Do you accept this responsibility? I declare you duly installed as Vice President of Altrusa International of (Name of Club).

**PRESIDENT:**

Will (Name of President) please step forward? As President your clock will be the official timepiece of this club. It will be your duty to synchronize all the other clocks--to keep them wound, running and performing smoothly and accurately. You must use your time wisely. This club has shown you a high honor by electing you to the office of President. You will lead with true dignity and wisdom. The way you spend your time will be a source of inspiration to your members. You must be fair and considerate at all times. You will hold the vision of the entire club's progress above all personal feelings. Do you accept this responsibility? I declare you duly installed as President of Altrusa International of (Name of Club).

Solomon said: "There is a time to be born and a time to die..." but there is an interval between these two times of infinite importance. Your club's success will depend upon the use of your **TIME**, which added together, will make the hours of dedicated service for which Altrusa International of (Name of Club) is noted.

It is nearing 12 o'clock on our club clock, and so I would like to ask (Name of Past President) as her first duty as your Immediate Past President to present the pin and gavel to your new President.

Author Unknown

Updated by Margaret H. Cannon

Governor-Elect District Three 2001-2003