

# ALTRUSA OFFICER INSTALLATION

## THEME OF KEYS

One is made aware of the needs for keys in our every day living. When you left home, you made sure you had your house key. If you drove your vehicle here, you needed the key to start it. If you have a lock box at the bank or post office, you know that if you have your key, all is well, but if not, you would be unable to open the door of the box. Let us then use the key as our symbol and keep in mind that by working together, as a key in the proper lock, many doors can be opened for service, for cultural advancement and for friendships.

Keys were important even 4,000 years ago when the Egyptians invented them. And they were respected for their worth by the many times the "key" design was used on ancient temples. You of Altrusa International of (Name of Club) have supplied your community with many of the "key" women, who, in turn, have furnished the key to success in promoting the club's projects.

Will the officers to be installed, please come forward?

### **PAST PRESIDENT:**

(Name of Person) you have held the key of president in your hand during your term of office. It is now time for you to relinquish the key to the incoming president but always remember that you are a key person in this club and that you are to assist the new president with her duties in any manner that you can. I declare you duly installed as Past President of Altrusa International of (Name of Club).

### **DIRECTORS:**

(Name of Persons), I trust that this key will be a reminder to you of your responsibility to the club and in reverse will open to you the friendship and loyalty of every member. You will learn the aims and plans of your President and you will strive to make them come true. You will always use your key to further the best interest of your club. Do you accept these responsibilities? I declare you duly installed as Directors of Altrusa International of (Name of Club).

### **TREASURER:**

(Name of Person), you have been elected Treasurer. Your key as Treasurer is no imaginary key. Daily you will use it to protect the tangible treasures of your club. You know what your club's income should be and you know that unless the required amounts are forthcoming, you cannot meet the responsibilities of the club. You will use your key when you add to the club treasury and when instructed to release funds. You know, too, that your key opens greater horizons that would not be possible without your club

participation. Do you accept these responsibilities? I declare you duly installed as Treasurer of Altrusa International of (Name of Club).

**CORRESPONDING SECRETARY:**

(Name of Person), you have been elected Corresponding Secretary. Your key is made up of paper and ink. It is the silent voice of the tidings that are either good or sad, or just answering a request. How many hearts are warmed or chilled by your key depends on you. I know your key will be a kindly one. Do you accept these responsibilities? I declare you duly installed as Corresponding Secretary of Altrusa International of (Name of Club).

**RECORDING SECRETARY:**

(Name of Person), as Recording Secretary, your key must be ever ready to keep the record clear. Actually, your key is a pencil, which you keep sharpened. With a mind that is never inattentive, you will keep the minutes well written so that in the years to come, they will be as understandable then as they are the day you write them. You should know the names of every member and work with your fellow officers to keep the membership list accurate. Do you accept these responsibilities? I declare you duly installed as Recording Secretary of Altrusa International of (Name of Club).

**VICE PRESIDENT:**

(Name of Person), you have been elected Vice President. You, too, have the key to the future of your club. How far it will open the way to achievement shall depend on how willing you are to place your key in the lock with your president. The President's key will be heavy. She will need your support and assistance to carry it easily. Do you accept this responsibility? I declare you duly installed as Vice President of Altrusa International of (Name of Club).

**PRESIDENT:**

(Name of Person), you have been elected to this club as its president. You have a destiny to fulfill. You have the heaviest key of all, but also the most precious. Yours is the Master Key. As you view your club's history, you will use your intelligence and strength to gather further honors. While your key must be heavy, I am sure that all the members will realize your burden and help carry the weight. Before I install you, I would like to call on the membership and ask that they help ease the turning of the key by lubricating the lock with their affection, their appreciation of a task well done, and with a pride in their club. Do you accept the responsibilities of the office of President? I declare you duly installed as President of Altrusa International of (Name of Club).

In presenting you with the gavel, remember:

**G** - Be gracious always

**A** - Be amiable to all

**V** - Be versatile in ways of doing

**E** - Be enthusiastic about plans and projects

**L** - Be legal, by knowing laws, and be loyal in speech and deed

This gavel is the symbol of your office. I admonish you to remember that although the **MAJORITY** rules the **MINORITY** always has a right to be heard. I place this gavel in your hands and know you will use it wisely, courteously and with justice for all.

Congratulations.

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Governor-Elect District Three 2001-2003