

List of Props

Past President	- legal pad and pencil
Director(s)	- rulers (one for each)
Treasurer	- pliers
Secretary	- screwdriver
Vice President(s)	- hammer (one for each)
President	- hard hat

Installation of Officers Building a Good Foundation

Now that good weather has returned, it becomes time to start building and remodeling! This evening, we are going to "build" an Altrusa Home. Before we actually do any construction work, we must have a firm foundation. The foundation for our Altrusa home is Altrusa International, Inc; its Bylaws & Policies, our knowledge of Altrusa. This is the base of our home.

After we put in a solid foundation, we must erect the framework of our Altrusa home, the outer structure that will hold together the other things we build within. Our District Three "framework", built on the foundation of Altrusa International, is the second step in our construction.

Once we have the foundation and the framework, we must now install the necessary "utilities" (electricity, water, heat, telephone) without which our Altrusa home would not function. All these elements go to make up the inner operations of the Altrusa home, much like our local Altrusa club functions.

Now that we have a foundation, a framework, and utilities, the interior comes next. Here, the diversity and uniqueness of the architect come into play. Every home is unlike every other home in the world. There are no two Altrusans alike either. So, we build the interior of our home with many components (living rooms, closets, utility areas, and so on.) So, too, we search for different and varied vocations from which we choose our candidates for membership. These are the internal parts of our Altrusa Home.

As we construct our Altrusa home, we have many people who participate in the process. Each plays a vital and unique role. We can compare this to the officers and directors within our local club.

Legal pad and pencil First comes the Building Inspectors, the Overseer. (Did you ever try to build something without keeping in close touch with the building inspector?)

The Immediate Past President serves well in this role of overseer of all activities of the Board and the club, much like the straw boss at the building site. Her accumulated knowledge and experience will be most beneficial in assisting the newer officers in the discharge of their duties.

Will you «**PastPres**» take on this responsibility

Rulers The measuring of lengths, and widths, is an extremely important part of construction work. It can be done by many, but must be done accurately. The Directors will hold the job of "measuring" the activities of this local club. They will learn what is necessary and measure all the results to be sure the "plans" are followed to a "T".

«**Direct1**», «**Direct2**», «**Direct3**», «**Direct4**», are each of you willing to take on the responsibilities as directors of this club, to learn and to measure results and to guide this club in the way it should go?

Pliers The holding and pulling power of the builder who wields the pliers results in a tight seal. So, too, the job of Treasurer relates to holding the assets of the club and maintaining a tight purse. The Treasurer has the awesome responsibility of handing all the moneys in the club. She will collect and disburse funds as required, and keep accurate records of all transactions. She will keep all membership forms up to date with entries, exits, changes, etc. She will have the books ready for audit when requested and file the proper reports when necessary.

Will you «**Treasurer**» accept this responsibility?

Screwdriver A screwdriver is a small tool but it certainly plays a very important role when building. The many different types and uses defies the imagination.

This typifies the job of Secretary in this organization. The secretary will assume many different roles in carrying out the office of Secretary, much like the many jobs a screwdriver can do. Secretaries are the historians of the club. She attends all meetings and records all actions of the Board, the Club, and any specially called meetings. She also handles all correspondence for the Board and the Club.

Will you «**Secretary**» accept this responsibility?

Hammer A hammer is of primary importance to the builder. A builder gets little done without the assistance of a hammer. This assistance is given to the club by the position of Vice President. Without the help of the Vice President, the President would have a difficult job. The Vice President must be there at all times to assist in any way requested by the President. There will be some regularly assigned duties and some requested as needed. Her support to the President is of paramount importance.

Will you «**VP1**», «**VP2**», accept this responsibility?

Hard Hat The master builder of the home, the one who guides the crew. «**President**» the Incoming President, has been elected to be the builder and leader of this "Altrusa Crew". Her responsibilities include the foundation, the framework, utilities, familiarity with all the "rooms" in the home and providing leadership and guidance to all who reside or work here, whether for a short stay or a long residence. The members of the Altrusa Club of «**Club**» look to you for inspiration in Altrusa and its projects during this coming year.

Will you «**President**» accept the highest honor your club can bestow upon you, the position of President of the Altrusa Club of «**Club**» for the coming club year?

We look forward to your leadership as we strive toward our goals in service to our community.

Would «**PastPres**» now please present «**President**» with her Altrusa President's pin. Wear it proudly and fondly as a symbol of your commitment to this club.

I now declare the officers and directors of the Altrusa Club of «**Club**» as duly installed.