

Recipe for Success
Installation of Officers
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Knowing your collaboration with the culinary arts program and my love of baking, I have prepared this installation just for you. *[Write appropriate opening paragraph for the officers to be installed.]*

We are all familiar with recipes. When following a good recipe it yields a desired and enjoyable product. I would like to share with you a recipe for life, but it applies as well to a successful Altrusa club.

Ingredients:

- 1 cup of good thoughts
- 1 cup of kind deeds
- 1 cup of consideration for others
- 3 cups of forgiveness
- 2 cups of well beaten thoughts

Instructions: Mix these thoroughly and add tears of joy and sorrow as well as sympathy for others. Flavor with little gifts of love and kindly service. Fold in 4 cups of prayer and faith to lighten other ingredients and raise the texture to great heights. After pouring all of this into your daily life, bake well with the heat of human kindness. Serve with a smile.

Would the following leadership team for Altrusa International, Inc. of «Club» please join me at the front and stand in the order which you are called:

- President - «President»
- First Vice President - «VP1»
- Second Vice President - «VP2»
- Secretary - «Secretary»
- Treasurer - «Treasurer»
- Director - «Direct1»
- Director - «Direct2»

- Director - «Direct3»
- Immediate Past President - «PastPres»

Consider the following meaning of the letters in the word “recipes” for your leadership team:

R - President «**President**», the “R” stands for **responsibility**. It is your responsibility to lead the club, prepare written agendas, preside with joy, oversee the proper functioning of club committees, and share pertinent information from District and International with officers and committee chairs as soon as possible. It is further your responsibility to support club officers and committee chairs, know and respect members’ likes/dislikes/qualifications/and abilities, and be a good delegator to empower the Altrusans in your club.

E - Vice Presidents «**VP1**» and «**VP2**», the “E” stands for **enthusiasm**. It is important that you be enthusiastic about whatever the President assigns to you. You are her right and left arms. Enthusiasm about our Altrusa heritage and fulfilling the dream of Mamie L. Bass is also necessary if you are to keep your club focused on our unique and valued identity as Altrusans.

C - Secretary «**Secretary**», the “C” stands for **clear** and **concise**. The permanent records you are creating for your club must be clear and concise so they can be printed and distributed to the membership. Concise minutes will be read and will be a valuable tool for effective communication, planning, and implementation of those plans.

I - Treasurer «**Treasurer**», the “I” stands for **integrity**. The finances of the entire club are in your charge and members must know and trust you for your integrity with their money and the money this community has invested in your club’s service. With integrity you will make timely payments of bills and forward District and International dues immediately for new members so that they will receive mailings and feel a part of Altrusa as soon as possible.

P - Directors «**Direct1**», «**Direct2**», and «**Direct3**», the “P” stands for **participation**. It is imperative that you participate positively and proactively in all club functions paving the way for positive and accepting attitudes among all members. Participate in planning sessions and be

prepared to assume greater levels of responsibility for the best interest of your club, its members, and your community.

E - Immediate Past President «**PastPres**», the “E” stands for **experience**. It is important that you enlighten the rest of the leadership team with your experience and perspective on matters that come before them. All too frequently local Altrusa clubs recreate the wheel, fall in the same traps, and waste valuable time when the Presidency transitions from one individual to another. One third of our motto is efficiency, another “E” word. By sharing your **experience** freely, you can **enhance efficiency** and club success.

S - Members, the letter “S” is for you and it stands for **support**. Support your leadership team with your attendance, your willingness to serve, your sensitivity to each other, your contribution of positive ideas, your active listening, your cooperation, and your assistance in every way possible. With an attitude of support for the leadership team you have elected, your club will continue to grow and prosper fulfilling the dream of Mamie L. Bass that we be a “builder of women.”

In the spirit of Altrusa, I have used a favorite recipe to prepare an installation gift for each member of your new leadership team. May this little reward and acknowledgement give each of them a boost of energy to begin your new Altrusa year.