

OFFICER INSTALLATION SUGGESTIONS

Many clubs conduct their installation at the December meeting, often with an evening meal, presentation of awards, and perhaps after a guest program. Regions may do their installation at other times, such as during a Conference or Board Meeting. The time/date is the option of the entity.

The timing of the installation(s) should be communicated to the person doing the installation. The installer should be prepared to conduct the installation within reasonable time constraints. If the installer is a club member or is familiar with club procedures, this should not be a problem. If it is a problem, the installer should not accept the invitation to conduct this ceremony. The installing person should consider the invitation an honor and should respond promptly (within 48 hours) to the invitation.

Communication is the key in planning a smooth and proper installation. The major participants should be the (invited) installer and the current president, or presiding officer, whether it is a Club or Region function. The installer should be given the names of Directors and Officers to be installed, and if appropriate, a very brief bio-sketch on each person to be installed. This should be no more than would fit on a 3 x 5 card, double spaced. (Suggested items include nickname, spouse's name, gardening or club special interest or activity, time as a member, how many years of service, etc.) Always be careful to get the facts correct but try not to relate every detail. No more information than can be read aloud in one minute per officer.

If time and space are a major problem, the installation may be done very briefly by calling on the persons being installed to stand in place, announcing the office to which each is elected and conduct the installation in this manner. All Board Members and Vice Presidents are installed together. Secretary, Treasurer, Retiring President and Incoming President are installed individually. Time required is 2 to 3 minutes. This is not recommended but is considered satisfactory.

If the club asks for a formal or informal installation, the installing person should consider the following factors ahead of time:

- physical mobility of all concerned
- arrangement of the room
- how crowded the tables are
- how much space is available for inductees to stand in front of the group
- availability and placement of sound and projection equipment

If possible, all inductees should be brought forward together. An acceptable progression through the ceremony is: 1. retiring director(s); 2. new directors; 3. secretary; 4. treasurer; 5. vice president(s); 6. retiring president; 7. incoming president.

If physical space at the podium is a problem, separate the groups as above listed and have each group retire to their seats after they are installed.

IMPORTANT: Make sure you have appropriate lapel pins for incoming and outgoing President. The pins are available from Headquarters with at least a one-week notice for shipping. Plaques for outgoing Presidents also are available from Headquarters.