

Installation of NIGP Chapter Officers

SAMPLE SCRIPT

Example One

When newly elected officers of NIGP chapters are installed at a chapter meeting, the NIGP National office or Board representative should use the following script:

(The installing dignitary now takes the rostrum and says :)

I now have the privilege and honor of installing those officers who have been elected to serve and represent the (Chapter Name) and you during the coming year. "In accordance with the Bylaws of the (Chapter Name) the membership of the (Chapter name) have elected the following officers to serve for the year _____, to take office (date) January 1, year. As I call your name, please come forward and stand to my _____ facing the members and guests. Please withhold your applause until they have been sworn in. Please remain standing until the conclusion of the installation:

Elected to the office of Treasurer: (name)

Elected to the office of Secretary: (name)

Elected to the office of Vice President:(name)

Elected to the office of President: (name)

"Chapter officers-elect, each of you has been elected to a position of trust and confidence by the membership of the (Chapter name) of the National Institute of Governmental Purchasing, Inc. I ask each of you to hereby swear and affirm that during your term of office, you will do your utmost to further the aims and objectives of the National institute and this NIGP Chapter affiliate as well as the professionalism of the procurement profession. "Further, that to the best of your ability, you will provide guidance, counsel, and leadership to the (Chapter name). That you will uphold and abide by the Chapter's Bylaws as currently constituted or hereinafter changed by the Board of Directors.

"Do you, and each of you, now solemnly swear or affirm to discharge faithfully and to the best of your ability, the duties of the office to which you have been elected, without fear or favor, so long as you shall hold that office?"

(Each answers: "I do so swear or affirm.")

"I declare you to be formally installed to take the office January 1, year. Please be seated."

Example Two

1. (Call up names, **Except** President)
2. Will you face me? I have before me (name and office)
3. Your chapter members have duly elected you to your respective offices. Do you promise to uphold the responsibilities of your office and work toward the betterment of this Chapter in accordance with the objectives, Code of Ethics, and the Bylaws of NIGP and the (name of Chapter)?
4. Will you now face the audience?
5. Members stand-up (not guests or spouses)
6. Do you promise that you will support your newly elected officers, and assist them in any way you can? If so, signify by saying "I do"

7. Will you please be seated?
8. On behalf of the NIGP Board of Directors and Officers, I hereby install you as the new officers of (name of Chapter) for (year).

Office of President

President-elect _____, yours is perhaps the office that carries the greatest responsibility and the greatest opportunity to be of service.

You shall be expected to represent the chapter on many and varied occasions. You must always remember to speak, not as an individual, but as President of a respected and important organization in your community.

Members will look to you for inspiration. You will be obligated to preserve peace and harmony among the membership. You will preside over all meetings, devoting whatever time is necessary to prepare an agenda. You are expected to conduct each meeting in an orderly and business-like manner. You should insure that all courtesies are extended to the chapter's guests and speakers. It is your responsibility to make sure that your committees are continuously alerted and aware of their responsibilities. You must receive and pass on information concerning Chapter, regional and National programs, projects, goals and objectives to the membership. You should insure that all correspondence is handled promptly and correctly. It is your responsibility to call and hold Executive or Board meetings with regularity in order to determine your organization's policies and programs. In general, you will do all things within the framework of your capabilities to put to good and constructive use, all things that will benefit your organization and the National Institute.

Yes, this office requires ability and energy, but the rewards are great. With confidence, I ask you to accept the responsibilities of the office of President.

Do you accept that responsibility?

On behalf of the NIGP Board of Directors and Officers, I hereby install you as the (name of Chapter) President for (year).