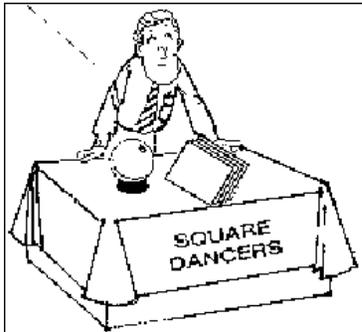


INSTALLATION OF OFFICERS

The ceremony for installing officers for an organization should be a special night for the officers to remember. It should be personalized to your club, regional, district or state officers. This ceremony may give you ideas to expand on to make the installation ceremony a unique one for your organizations.

Needed: Card Table, no chairs
Tablecloth
Four (4) candles
Master of Ceremonies

Setup: Put the table in an area with space around it. Place the tablecloth on the table and put one candle at each of the four corners.



MC says: “To those of you who accepted the offices of the (name of club), we ask that you step forward and form a square around the table. (New officers step forward.) Now will the rest of the members present form a circle surrounding your new officers. (Pause while people gather.) This is the most

important square you will ever be in – the square of leadership of the (name club).”

MC lights the first candle and says, “The first candle of the square is that of Treasurer. In holding this office you will handle the monies to keep the club operating smoothly by keeping all the bills paid and the dues collected. You will need a lot of patience to maintain your dignity during this year. (Name of couple or person), do you accept this responsibility?” They reply in the affirmative while the MC hands them the candle.

The newly installed Treasurer(s) remains standing while holding the lit candle.

MC lights the second candle and says, “The second candle of the square is that of Secretary. You will handle all correspondence, record and maintain the minutes of all meetings and serve as custodian of all club documents including the Constitution and By-laws. Proper documentation of club proceedings and the maintenance of all club records is essential to the working of a well-run club. (Name of couple or person), do you accept this responsibility?” They reply in the affirmative while the MC hands them the second candle.

The newly installed Secretary remains standing while holding the lit candle.

MC lights the third candle and says, “The third candle of the square is that of the Vice President. Hopefully you will have an easy year backing up the President. You will be available to assist whenever needed at all times. You will greet guests and make them feel welcome, even if for just one evening. (Name of couple or person), do you accept this responsibility?” They reply in the affirmative while the MC hands them the third candle.

The newly installed Vice President remains standing while holding the lit candle.

MC now lights the fourth candle and says, “The fourth candle of the square is that of the President. This candle is lit to complete the square. Your job is far from an easy one. The responsibility of keeping harmony and enthusiasm in the club lies with you. Not enough can be said about how important this is. Not only must you tend to the club’s business, you will be expected to attend all dances, if possible, and to introduce guests and callers and cuers that are present. You will find the more outgoing you are as president, the more outgoing the club will be. (Name of couple or person), do you accept this responsibility? They reply in the affirmative while the MC hands them the last candle.

The MC continues, “now that you have accepted these offices, your real journey for the next year has just started. As a square of officers you can accomplish miracles, but if any part of the square lets its candle go out, the club will suffer. This year should a year of fun which has a U in the center.”

Now the MC turns to the club members and says, “It’s your responsibility to be available to do whatever the officers of the lead square ask of you. Four couples do not make a club a success. It takes every single member. Do each of you accept your responsibility for this next year?” All reply in unison in the affirmative.

MC says, “Congratulations to each of you.”

The newly installed officers blow out candles.

End of ceremony

The duties of each officer can be changed or embellished as needed for your organization.

If you wish to install more officers than four, you can add a simple description of their duties to the ceremony. Remember, more than four changes the “square.”

SUMMARY

Every individual associated with the club must understand and recognize their responsibilities in the maintenance and preservation of a club.

It’s not only the officers that make a square dance club a success. Every member has a responsibility.

There are several books also available at local libraries, which have installation ceremonies. To find the ceremony that best suits your style or organization, you may want to research the possibilities available to you.

Live Lively-



Square Dance!

For additional information about USDA or any of its programs, please visit our web site www.usda.org or Email the Education/Publications Committee at usda.education.publications@usda.org

See web site www.usda.org Officers & Committees for Current Officers and Committee Chairs mailing address and phone.

INSTALLATION OF OFFICERS



This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide a brief discussion of an installation of officers ceremony.

Leadership Education material can also be printed directly from USDA web site at www.usda.org

Live Lively-



Square Dance!

IS-059