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# **SkillsUSA Chapter Officer Installation Ceremony**

**Chairperson:** Mister/Madame President, I present to you the officers-elect for [year], duly chosen for their abilities and qualities of leadership. It is the duty of the [name of chapter] officer team to properly install the officers-elect so they may assume their responsibilities on [date].

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**President:** Mister/Madame Parliamentarian, you will proceed with the installation of the new officers.

**Parliamentarian:** Mister/Madame Parliamentarian-elect, it is your duty to serve as consultant to the president on procedural matters. The parliamentarian must possess at all times *Robert's Rules of Order, Newly Revised,* the *SkillsUSA Leadership Handbook,* and the SkillsUSA constitutions. May I remind you that the shield, a vital part of your SkillsUSA emblem, represents patriotism. The symbol of your office, the shield, denotes belief in democracy, liberty and the American way of life. Please repeat after me:

**(With the Parliamentarian-elect repeating)** I, [name], promise to fulfill the duties of my office as Parliamentarian to the best of my ability.

**Parliamentarian:** *(presenting pin to the new officer)* I now present you with the pin of your office and declare you duly obligated and installed as parliamentarian of [name of chapter] for [year].

**Reporter:** Mister/Madame Reporter-elect, it is your obligation as reporter to compile reports of all the activities of SkillsUSA and to release them to the news media. You are in charge of all public relations carried on in SkillsUSA. May I remind you that the symbol of your office is the gear, symbolic of the industrial society, which denotes the interdependence and cooperation of

the individual working together with labor and management for the betterment of mankind. Please repeat after me:

**(With the Reporter-elect repeating)** I, [name], promise to fulfill the duties of my office as Reporter to the best of my ability.

**Reporter:** *(presenting a pin to the new officer)* I now present you with the pin of your office and declare you duly obligated and installed as reporter of [name of chapter] for [year].

**Treasurer:** Mister/Madame Treasurer-elect, you have been elected by your fellow members to serve as treasurer of the organization. The duties of your office include maintaining accurate financial records. May I remind you that the flaming torch, the symbol of your office, reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward vocational goals of the individual. Please repeat after me:

**(With the Treasurer-elect repeating)** I, [name], promise to fulfill the duties of my office as Treasurer to the best of my ability.

**Treasurer:** *(presenting pin to the new officer)* I now present you with the pin of your office and declare you duly obligated and installed as treasurer of [name of chapter] for [year].

**Secretary:** Mister/Madame Secretary-elect, you have been honored by your fellow members with the responsibility of keeping accurate meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and write correspondence and provide an agenda for the coming meeting. May I remind you that the symbol of your office, the orbital circles, represents the challenge of modern technology. They signify the training needed to accept and master the challenge of new technical frontiers and the need for continuous education. Please repeat after me:

**(With the Secretary-elect repeating)** I, [name], promise to fulfill the duties of my office as Secretary to the best of my ability.

**Secretary:** *(presenting pin to the new officer)* I now present you with the pin of your office and declare you duly obligated and installed as secretary of [name of chapter] for [year].

**Vice President:** Mister/Madame Vice President-elect, you have been selected by your fellow SkillsUSA members to serve as vice president this year. You are responsible for the program of activities for the coming year. You must provide the spark and enthusiasm to keep SkillsUSA running smoothly. Your duties require you to preside at meetings and other functions in the absence of the president. May I remind you that the symbol of your office is the hands. The hands represent the individual and portray a search for knowledge and a desire to acquire a skill. In this process, we will develop a respect for the dignity of work and become more productive and responsible citizens. Please repeat after me:

**(With the Vice President-elect repeating)** I, [name], promise to fulfill the duties of my office as Vice President to the best of my ability.

**Vice President:** *(presenting pin to the new officer)* I now present you with the pin of your office and declare you duly obligated and installed as vice president of [name of chapter] for [year].

**President:** Mister/Madame President-elect, you have been selected by your fellow SkillsUSA members to lead our organization for the coming year. A good president is one who can work with people and in turn get people to work with them for the betterment of the organization. You must be aware of the work that has to be done and provide leadership in seeing it is accomplished. It is your responsibility to see that the organization is always moving ahead. You must know how to delegate to fellow officers and committees. You must preside over meetings, always using proper parliamentary procedure and practices. You must be the guiding light for fellow officers and members in the coming year. May I remind you that the symbols of your office are the words “Skills" and "USA." Together these words represent the strength of our organization. In the same respect, each of the officers alone can do little, but together they can work to carry out the activities and duties of the SkillsUSA organization. So I urge you to lead the officers in working together for the strength of SkillsUSA. Please repeat after me:

**(With the President-elect repeating)** I, [name], promise to fulfill the duties of my office as President to the best of my ability.

**President:** I now present you with the pin of your office and declare you duly obligated and installed as President of [name of chapter] for [year].

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**Chairperson:** SkillsUSA members, I now present to you the [year] SkillsUSA [local chapter name] officer team.