**

**Executive Committee Instillation Script**

This script can be used to install a new executive committee/chapter officer team at a chapter meeting or an induction ceremony.

**Installation of Officers**

**Notes:** *Could be done by chapter advisor, administrator, alumni or current chapter officers. There is an extended version\* of the officer installation that goes position by position listed below if you would like to use it instead.*

At this time, we will introduce and install the incoming **(insert school)** NTHS chapter officers for the **(insert school year).**

Your Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Vice President:\_\_\_\_\_\_\_\_\_\_\_\_

Your President:\_\_\_\_\_\_\_\_\_\_\_\_\_

Officers elect, please repeat after me:

I, (state your name),

promise to uphold the ideals of the National Technical Honor Society

and to

fulfill the duties of my office as a chapter officer

to the best of my ability.

I now declare you duly elected and installed as **(insert school)** NTHS chapter officers for the **(insert school year).**

**\*Optional Extended Officer Installation**

Leaders develop through a never-ending process of self-study, education, training, and experience. Serving as an officer in this organization is will not only allow you to gain experience, but will provide an opportunity for you to help grow and mentor future leaders for your chapter as you serve your members.

One of the purposes of the National Technical Honor Society is to promote the ideals of service, leadership, and skill development among America’s future workforce.

With this in mind, it is my pleasure to install the new officers of the (School name) Chapter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Historian), would you please step forward? As Historian it is your responsibility to maintain the historical records of the chapter. You shall gather and record information including, but not limited to names of all club members and leaders each year, copies of the club program plans, news clippings, and pictures about club events and activities, etc. Do you pledge to fulfil the duties and responsibilities of Historian and to serve, to the best of your ability, the members of your chapter? If so, answer I do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Treasurer), would you please step forward? As Treasurer it is your responsibility to maintain the financial records of the chapter. You shall have general charge of the finances under the supervision and approval of your school administration and advisors. All financial transactions must comply with local school policy. Do you pledge to fulfil the duties and responsibilities of Treasurer and to serve, to the best of your ability, the members of your chapter? If so, answer I do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Secretary), would you please step forward? As Secretary it is your responsibility to chronicle the business of the chapter through complete, accurate, and timely minutes of all meetings. It is also your duty to keep all chapter records and carry on the correspondence of the chapter. Do you pledge to fulfil the duties and responsibilities of Secretary and to serve, to the best of your ability, the members of your chapter? If so, answer I do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Vice President), would you please step forward? As Vice-President it is your responsibility to preside at all meetings of the chapter in the absence of the president. As Vice President it is also your duty to oversee all committee activities, act as the general assistant to the President, and chair the executive committee. Do you pledge to fulfil the duties and responsibilities of Vice President and to serve, to the best of your ability, the members of your chapter? If so, answer I do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of President), would you please step forward? As President your duties and responsibilities are vast and varied. As the chief executive officer of this chapter, it will be your overall duty to maintain the organization’s health during this school year. You shall cooperate with the chapter advisors, the school administration, and with the chapter executive committee to supervise the general activities of the chapter. The President will preside at all meetings, appoint committees, and shall represent the chapter at official organization gatherings. Do you pledge to fulfil the duties and responsibilities of President and to serve, to the best of your ability, the members of your chapter? If so, answer I do.

At this time, it is my pleasure to present the President with this gavel. I now turn the reigns of leadership over to the chapter President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Additional Officer Template:***

If you choose to add affectional officer positions, please use this template when you install them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of ADDITIONAL OFFICER), would you please step forward? As ADDITIONAL OFFICER it is your responsibility to INSERT DUTIES OF THIS POSITION. Do you pledge to fulfil the duties and responsibilities of ADDITIONAL OFFICER and to serve, to the best of your ability, the members of your chapter? If so, answer I do.