



Ceremony for Installing Officers

Retiring President: “_____, as president-elect, you have been selected by your fellow members to be the leader of our chapter* for the coming year. You are therefore responsible for guiding our chapter* in all its worthy undertakings. May you work intelligently and seriously to fulfill the responsibilities of your office.”

Retiring Vice President: “_____, as vice president-elect, your record of accomplishment indicates you have those qualities of leadership which we should all possess. You are to assist the president in directing the work of our chapter*, preside over meetings in his/her absence and keep all committees working effectively.”

Retiring Secretary: “_____, as secretary-elect, you have been chosen to keep accurate minutes of our meetings and to carry on the chapter* correspondence. You should provide the chapter* with the order of business and committee assignments for each meeting. You will also keep a list of members, a record of degrees awarded and have custody of the constitution and bylaws.”

Retiring Treasurer: “_____, as treasurer-elect, you have been placed in a position of trust. Your duties require you to keep an accurate record of receipts and disbursements and to provide regular financial reports. It is also your responsibility to assist in developing the chapter* budget and maintaining sound financial practices.”

Retiring Reporter: “_____, as reporter-elect, your duty is to inform the public about the FFA. You are expected to work closely with the news media, including state and national FFA publications. You should keep a record of photographs and articles published concerning the FFA and its members and be responsible for compiling our FFA history.”

Retiring Sentinel: “_____, as sentinel-elect, your duties include welcoming our friends, caring for the meeting rooms and FFA equipment and providing for the comfort of our members and guests. It is also your duty to assist in conducting meetings and ceremonies.”

Retiring Parliamentarian:** “_____, as parliamentarian-elect, you have been selected to assist the officers and members in conducting the business of the chapter. It is your responsibility to maintain the bylaws and rules of the organization, assist the officers in running efficient meetings and educate the members about parliamentary procedure.”

Retiring Historian:** “_____, as historian-elect, your duty is to maintain the historical record of the chapter and its activities. You are to assist the Reporter in the development of the chapter scrapbook as a permanent record of the chapter's accomplishments for the year.”

Retiring Chaplain:** “_____, as chaplain-elect, it is your duty to guide chapter members in all areas of faith and belief. You are charged with promoting an atmosphere of respect and inclusion within the chapter open to all individuals of diverse backgrounds and beliefs.”

Retiring President: “It is an honor to be an officer in the FFA. From time to time during the year, you may encounter difficult problems, but through cooperation, hard work and dedication, you will succeed and the FFA will prosper. Do each of you accept the responsibilities of your office, and will you do your best to uphold the ideals and principles of the FFA? If so, answer ‘We do.’”

Newly Elected Officers: “We do.”

Retiring President: “I now declare each of you properly and duly installed in the respective office to which you were elected. May your year of service be marked by integrity, dedication and a cooperative spirit. Seek harmony among your fellow officers and set high standards of leadership for all chapter* members. Retiring officers (turning to them), will you please escort the newly installed officers to their stations?”

(The new president presents brief remarks.)

**Use association, organization, etc. when appropriate.*

***Indicates optional officers that some chapters may choose to utilize. A chapter chaplain, historian, and parliamentarian are not considered constitutional officers and are not required to complete a chapter officer team.*