**The Girl Friends® Incorporated**

**Sample Induction of Chapter Officers**

*Instructions:* The retiring and new slate of officers will be called forward and stand facing the assembly of the girlfriends**. Installing officer** will stand at the side of the line.

**Installing officer** will state: “On this (day of the week and date) of (Month) in the year of (20XX) we are conducting the retirement of an officer who has served us faithfully and the Induction of successors in positions of key responsibility.”

*Instructions:* At this point, the installing officer will name each officer in order of seniority -the newly elected officers to be installed, and the retiring officer to be relieved.

Newly elected officers:

GF (Insert Name)

GF (Insert Name)

Retiring officer: GF (Insert Name)

To the retiring officer (s) our President, GF Insert Name, the Girl Friends thank you for your gifts of time, energy, leadership and Chapter growth. Please accept this symbol of our love, a yellow rose, as you transfer duties and responsibilities of your office to your successor.

“Please give a round of applause to Girl Friend (Insert Name)”

“Members of the XXXXXXXX Chapter of The Girl Friends, Inc. you have selected these ladies as officers of our Chapter. In doing so, you have expressed your confidence in their ability to perform the duties of their respective offices. Do you, therefore, pledge your support to these officers?”

Please respond, **“I Do.”**

*Instructions:* Induction officer will turn to the new officers.

 “Before administering the pledge of office, I ask each of you to:

* Familiarize yourself with the constitutional requirements pertaining to your office? **Yes or No**
* Adhere to the responsibilities of your office in your Chapter? **Yes or No**
* Exercise judicious and unselfish leadership? **Yes or No**
* Acknowledge that the reputation of your Chapter locally and nationally, is influenced, in large measure, by how you perform your duties? **Yes or No**
* Provide your successor all of the written reports and documents integral to your tenure in office, and all reports and documents of your predecessor? **Yes or No**

**The duties of the President shall be:**

1. To preside over all meetings
2. To be an ex officio member of all committees
3. To keep a record of Chapter Delegates attending national meetings
4. To appoint all working committees and or accept volunteers before the executive meeting
5. To hold an executive meeting before the September Chapter meeting
6. To pass on complete records to her successor by July 1

**The duties of the Vice President shall be:**

1. To preside over meetings in the absence of the President
2. To assist the President in carrying out the programs of the organization
3. To be actively involved in the functions of all committees
4. To pass on any records to your successor by July 1

**The duties of the Recording Secretary shall be:**

1. To take complete minutes of all meetings
2. To have minutes of all past meetings available at current meetings and inform the Corresponding Secretary of attendance violations
3. To keep an official record of attendance at all meetings
4. To pass on complete records to your successor by July 1

**The duties of the Treasurer shall be:**

1. To receive a deposit in the bank all monies of the Chapter
2. To issue receipts for all monies received
3. To pay all Chapter obligations to national and to submit required reports on time
4. To serve as a member of the budget committee
5. To draw monies from the accounts of the Chapter to pay expenses incurred by the Chapter
6. To keep canceled checks on file for a period of five years
7. To keep accurate books on the finances of the Chapter
8. To make regular reports to the membership regarding Chapter finances
9. To have Chapter books audited by an accountant every two years
10. To pass on completed records to her successor by July 1

**The duties of the Corresponding Secretary shall be:**

1. To manage correspondence of the Chapter
2. To keep a complete list of the membership and officers
3. To notify by form letter which has been composed by attendance committee and approved by body those members who have compiled three absences
4. To mail official correspondence to members, members-at-large and emeritus members
5. To notify conclave host Chapter of your Chapter’s comments regarding the Conclave just completed
6. To pass on completed records to her successor by July 1

*Instruction:* Raise your right hand and repeat after me

I, (state your name (s)) do solemnly swear that:

-I will faithfully execute the office which I'm about to enter and to the best of my ability

preserve protect and defend the constitution and the bylaws of the XXXXXX Chapter of The Girl Friends, Inc.

I will strive to practice Democratic and realistic procedures and to maintain high ideals.

*Instruction:*

 *A* ***Yellow Rose*** *is presented to each new officer by the Induction Officer*

*A toast can be made at this time – “Girl Friends, let us raise our glasses to our new officers.” The Induction officer will conclude the Induction ceremony by leading the assembly in* ***the Girl Friends’ HYMN.***