

Installation Ceremonies for BPW Local Organizations and State Federations

**INSTALLATION CEREMONIES  
FOR  
BPW LOCAL ORGANIZATIONS AND STATE FEDERATIONS**

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## INSTALLATION SERVICE USING “101 FACTS”

INSTALLING OFFICER:

What do you think of when “women’s health” is mentioned? Do you think of breast and cervical cancer? Do you think of clinical depression? Do you think about exercise? Do you think about the food and water you ingest? Do you think about stress? Do you think about “healthy” relationships? Do you think about the health of your checkbook and portfolio?

Women’s health encompasses all of this and more...our mind...our body and our soul. This evening the new officers of \_\_\_\_\_ for \_\_\_\_\_ will be installed utilizing BPW’s 2005 “101 FACTS” and keeping in mind the importance of balancing mind, body, soul...and BPW!!

TREASURER: \_\_\_\_\_

Concerning your mind – FACT #9: Women working full-time year-round still experience a pay gap and are paid only about 76¢ for every dollar paid to men. The wage gap is even wider for women of color. African-American women are paid only 65¢ and Hispanic women 54¢

Concerning your soul – FACT #24: The workforce of women-owned firms shows more gender equity. Women business owners overall employ a roughly gender balanced workforce of 52% women and 48% men, while men business owners employ, on average, 38% women and 62% men.

Concerning your body - FACT #94: Heart disease is the leading cause of death of American women. 43% of deaths in women – or nearly 500,000, are caused by cardiovascular disease each year.

If ever a job needed a strong heart, it is that of the organization’s Treasurer! Yours is a task that not everyone can do...or even wants to do! Upon you falls the responsibility of guarding the funds of this organization. It is not only an office of bookkeeping, but it is your duty to keep the membership informed as to the financial status of the federation at all times, and to see that financial obligations are met.

Do you, \_\_\_\_\_, accept this responsibility as Treasurer of the \_\_\_\_\_ BPW? Then I present to you this woman sculpture “balancing” on one foot, demonstrating the balanced checkbook of \_\_\_\_\_ BPW. May you never experience any heart palpitations when reporting on the financial health of \_\_\_\_\_ BPW.

SECRETARY: \_\_\_\_\_

Concerning your mind – FACT #19 & #22: Women-owned firms represent 30% of all U.S. businesses, generating \$1.5 trillion in sales. 1 in 5 women-owned firms is owned by a woman of color. 1 in 11 U.S. adult women are business owners. Female entrepreneurship has been growing at twice the national average since 1997.

Concerning your body – FACT #95 & #96: Since 1950, lung cancer death rates for U.S. women have increased an estimated 600% and lung cancer is the leading cause of cancer deaths among U.S. women. Breast cancer is the leading cause of cancer deaths among women ages 40-59.

Concerning your soul – FACT #76: Approximately 75% of those providing care to older family members and friends are female and 27% of all caregivers are daughters to the care recipient.

\_\_\_\_\_, there are two important aspects of your job as Secretary. It is important that you strive to be accurate and concise in recording for posterity the actions taken by the \_\_\_\_\_ BPW. These records will be the historic documents of \_\_\_\_\_ BPW. You are also responsible to read any correspondence received, and to reply promptly to all correspondence needing an answer, realizing that correspondence reflects the image of the \_\_\_\_\_ BPW. Do you, \_\_\_\_\_, accept this responsibility as Secretary of the \_\_\_\_\_ BPW?

Then I present to you this woman sculpture “scribing” to serve as a reminder to you of your duties as Secretary. May you continue to report of the positive strides being made by women in the business arena.

2<sup>nd</sup> VICE-PRESIDENT: \_\_\_\_\_

Concerning your mind – FACT #41: To date, only 34 women have served in the U.S. Senate since 1789. As of 2004, a total of 216 women have served in the U.S. House of Representatives since 1789, compared to 11,489 men. (Currently, in the 109<sup>th</sup> Congress, women hold 14 of the 100 Senate seats and 66 of the 435 House seats...just 14% in each Chamber)

Concerning your body – FACT #97:

Concerning your soul – FACT #77:

\_\_\_\_\_, as 2<sup>nd</sup> Vice President, it is your responsibility to retain and recruit new members for \_\_\_\_\_ BPW. This will require communicating with current members to determine their needs and their impressions of Westshore Midday BPW. You should survey your members to see if \_\_\_\_\_ BPW is fulfilling their needs professionally, personally and politically. You should also determine what new members expect from this organization. Your job is one of the most important positions in \_\_\_\_\_BPW, because without members, there is no \_\_\_\_\_ BPW. Do you, \_\_\_\_\_, accept this responsibility as 2<sup>nd</sup> Vice President, to communicate with new and current members of the \_\_\_\_\_ BPW?

Then I present to you this woman sculpture “reaching out to others” to serve as a reminder to you of your duties as 2<sup>nd</sup> Vice President. May your coordination with the 1<sup>st</sup> Vice President and your President, provide monthly programs of interest to retain and recruit new members to the\_\_\_\_\_BPW.

1<sup>st</sup> Vice PRESIDENT: \_\_\_\_\_

Concerning your mind – FACT #:

Concerning your body – FACT #:

Concerning your soul – FACT #:

You will assist your President and 2<sup>nd</sup> Vice President in coordinating monthly meeting programs, developing special projects such as a WOMENomics Forum...or a Get-Out-The-Vote Event...or insuring that BPW \_\_\_\_\_ participates in the “10 Steps to Building Powerful Women”. You will also take into consideration bills that are being lobbied by \_\_\_\_\_ and BPW/USA in acquiring speakers for the monthly meetings. For instance, BPW/USA lobbied for \_\_\_\_\_ Speakers on these two issues are of real interest to women.

Do you, \_\_\_\_\_ accept this responsibility as 1<sup>st</sup> Vice President, to provide timely and interesting monthly programs for the \_\_\_\_\_ BPW?

Then I present to you this woman sculpture “reaching out to speakers” to serve as a reminder to you of your duties as 1<sup>st</sup> Vice President. May the monthly educational programs you schedule retain your current members and recruit new members to the \_\_\_\_\_BPW.

PRESIDENT- ELECT: \_\_\_\_\_

Concerning your mind – FACT #:

Concerning your body – FACT #:

Concerning your soul – FACT #:

PRESIDENT: \_\_\_\_\_

Concerning your mind – FACT #51 & #52:

Concerning your body – FACT #97: Women comprise 80% of the 28 million Americans with osteoporosis. 1 in 2 women and 1 in 8 men over the age of 50 will have an osteoporosis-related fracture in their lifetime.

Concerning your soul – FACT #81: Of women who are victims of domestic violence, 96% experience problems at work due to abuse, 74% are harassed while at work by their abuser, 56% are late to work, 28% leave work early, and 54% miss entire days of work.

\_\_\_\_\_, as President, you too, must be a combination of many things. You must be gracious, tactful, considerate, enthusiastic, willing to listen as well as to lead, knowledgeable in federation work, interested in the unity and progress of your organization.

The office of President is the highest honor an organization can bestow upon one of its members. You will find that this will be the “busiest” job you have ever held in BPW...a job that you will have to balance with your own company position OCCUPATION OF INDIVIDUAL as President of \_\_\_\_\_ BPW. This position also requires you to attend District and BPW/FL State Conferences. Do you, \_\_\_\_\_, accept this responsibility, as President of \_\_\_\_\_ BPW?

Then I give to you this woman sculpture “on the run”, because that will be exactly how you feel this next year. However, we know that running and exercise is a great combatant to osteoporosis!

(TO THE MEMBERS AND GUESTS)

Before you stand the \_\_\_\_\_ elected officers of \_\_\_\_\_ BPW. They have pledged their services and loyalty to you. You have chosen these representatives to voice your wishes in matters related to the functioning of this organization. While you have entrusted the destiny of your organization to them, never forget that in the last analysis, these officers are only your spokeswomen. Yours is the task of assisting, advising, and of supporting. Unite with them in common service to the Business and Professional Women of the world.

(TO NEWLY INSTALLED OFFICERS)

You have been duly elected to bring balance of mind, body and soul to the \_\_\_\_\_ BPW for the coming year. It is my honor to declare you BPW \_\_\_\_\_ officers for \_\_\_\_\_!  
Congratulations!

## **“A Gaggle Of Geese”**

As each flaps his wings, it creates uplift for the bird following. The whole flock adds a 71% longer flying range than if each bird flew alone. People who share a common direction and sense of community can get where they are going quicker and easier when they travel on the trust of one another.

Will the incoming officers for \_\_\_\_\_ please come forward now?  
President on my right, and others on my left.

Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to fly alone, and quickly gets back into formation to take advantage of the lifting power of the bird immediately in front. If we have as much sense as a goose, we will stay in formation with those who are headed where we want to go.

When the lead goose gets tired, it rotates back into formation and another goose takes over at the point position.

It pays to take turn at the hard task and sharing leadership, because people, like geese, are dependent on each other.

The geese in the formation honk from behind to encourage those up front to keep up their speed.

We need to make sure that our honking from behind is encouraging, supportive, helpful – not demanding or discouraging.

First of all, let me pay tribute to \_\_\_\_\_. You must know that with your cooperation and counseling, success will come to the new officers of your local.

Secondly, let me also honor the outgoing officers by expressing appreciation for your leadership you have given to this local. You each now have the responsibility of passing on all you have learned to your successors.

When geese get sick or wounded or shot down, two geese drop out of formation and follow it down to help protect it. They stay with the ailing goose until it is either able to fly again or dies. Then they launch out on their own, either with another formation or to catch up with their original flock.

To the officers on the left:

Do you, \_\_\_\_\_, promise to perform faithfully all the duties of president elect as stated in the Bylaws? (I do.)

Do you pledge your support to the president as she carries out the objectives of the association? (I do.)



Do you, \_\_\_\_\_, promise to perform faithfully all the duties of vice president, membership, as stated in the Bylaws? (I do.)

Do you pledge your support to the president as she carries out the objectives of the association? (I do.)

Do you, \_\_\_\_\_, promise to perform faithfully all the duties of vice president, programming, as stated in the Bylaws? (I do.)

Do you pledge your support to the president as she carries out the objectives of the association? (I do.)

Do you, \_\_\_\_\_, promise to perform faithfully all the duties of secretary, as stated in the Bylaws? (I do.)

Do you pledge your support to the president as she carries out the objectives of the association? (I do.)

Do you, \_\_\_\_\_, promise to perform faithfully all the duties of treasurer, as stated in the Bylaws? (I do.)

Do you pledge your support to the president as she carries out the objectives of the association? (I do.)

To the President on the right:

President \_\_\_\_\_, you have been elected to serve the \_\_\_\_\_ BPW local organization as President. \_\_\_\_\_ BPW is to be congratulated upon your election. You have been chosen because of your ability and your trustworthiness. It will be your responsibility to lead the organization in all its endeavors.

President \_\_\_\_\_, do you pledge faithful performance of your duties as stated in the Bylaws? (I do.)

To the members:

Audience, please rise.

Do you pledge your loyal support to these officers whom you have chosen and will you cooperate in making this administration a successful one? (We will.)

Your duties will prove a challenge. Yours is a responsibility of helping, planning, service and fellowship. Your president and other officers come to you with high hopes, but they can do nothing without your loyal support and cooperation. You can go far and accomplish much if you work together.

IF WE HAVE AS MUCH SENSE AS THE GEESE, WE'LL STAND BEHIND EACH OTHER AS THEY DO! KEEP HONKING!

## HISTORY INSTALLATION

History – The year is 1918, the place the Ann Fulton Cafeteria, New York, New York. In assembly were 100 representative women of the United States to consider the possibility of forming a group that was destined to be “not just another woman’s organization” but to be within a quarter of a century one of the strongest sources of unified woman power in the nation.

This is now history and it is a time to look back and a time to look forward. Will the current \_\_\_\_\_ officers of the \_\_\_\_\_ please stand?

You have served the \_\_\_\_\_ well and will go down in its history for the year \_\_\_\_\_. We thank you for a job very well done!

The officers before you have worked hard along with the committee chairs and committee members to make it all possible.

Some of the officers in front of you will be serving again for the year \_\_\_\_\_, and some will be working hard in other capacities in this organization. All the members of the \_\_\_\_\_ are grateful for your hard work. Thank you for your service! You may be seated.

The year 2005 marked the 86th anniversary of the founding of the National Federation of BPW Clubs. In 1919 there were about 600 BPW clubs already in existence, but no national federation.

It was in July 1919 that those 212 women delegates met in St. Louis to form a national organization of women in business and the professions. This was a revolutionary step, coming as it did on the heels of the suffrage movement. Their aims were to have an organization for working women so that all women would have equal pay for equal work, and equality under the law. As the saying goes, “We’ve come a long way baby” but we still have a long way to go.

You all have heard the phrase “History in the making!” Well, that is what is going on right now. History in the making. History isn’t somewhere back in 1919, history is that breath you just took and the word you just said.

Also, one of the catch phrases of this day and age is “role model” and “mentor”. Everyone has to have, and should be, a role model or a mentor.

So this evening, I am combining “history” and “role models” in this installation.

Will the newly elected officers of the \_\_\_\_\_ please come forward as I call your name...\_\_\_\_\_.

District Directors – You are a kind of guide for the local organizations in your territory. You, too, can help them obtain resources from within the area, from the state federation, and from national BPW. Your experience and resourcefulness will be a great help to the local organizations that you serve.

Directors, do you promise to carry out the duties of District Directors to the best of your ability and give your best efforts to achieve BPW’s mission?

DDs say, “I DO.” Thank you...Congratulations on your election as District Director! You may be seated.

Please welcome \_\_\_\_\_, Treasurer

\_\_\_\_\_, you have been elected Treasurer of the Washington Federation of BPW. The first treasurer for the National Federation was Gratia L. Rice from Bridgeport, CT. History doesn’t relay too much about her, but I am sure that she suffered some of the same pangs you will suffer as Treasurer. It was said that the first duty of the delegates at the 1919 convention was to see that their clubs send in dues for each member. These dues were a tremendous 25¢ per member. Jill, as you know, it is still the responsibility of the Treasurer to see that all members are recommitted and insure they have paid their dues directly to National. Yours also is the responsibility of keeping accurate records of all funds and disbursement and reporting on these funds in

*a timely manner. You are expected to fulfill these duties in a professional and competent manner. Will you, Jill, promise to do the duties of Treasurer for the Washington Federation of BPW Federation.*

Say, "I DO."

Would you please light your white candle of integrity to signify that you accept these responsibilities? I give you this woman sculpture, standing on one foot to signify the balancing act you will be engaged in during your tenure as Treasurer of the Washington Federation of BPW. Please step to my right...

\_\_\_\_\_, you have been elected as Recording Secretary of the Washington Federation of BPW. The first Recording Secretary of the National Federation was Orra E. Carroll. Unfortunately, there isn't too much recorded about Ms. Carroll, but I'm sure her minutes were of the highest order, for those first National officers had to be exceptional because the success of the new organization rested upon their shoulders. The written record of the meetings of the \_\_\_\_\_ is now on your shoulders, \_\_\_\_\_, your duties are to keep an accurate record of the proceedings of each business meeting. This does not mean you have to take down every word, but you should record the important words and be wise enough to decipher which ones they are! Your minutes will be the historical record of the \_\_\_\_\_ so they should be accurate and informative but not too long. Yours is a job of finality, of tedious attention to detail and accuracy. \_\_\_\_\_, do you promise to fulfill the duties of the Recording Secretary of the \_\_\_\_\_?

Say, "I DO."

Would you please light your white candle of understanding to signify that you accept these responsibilities? I give you this woman sculpture, "scribing" to signify the accurate

records you will keep during your tenure as Recording Secretary of the \_\_\_\_\_ . Please step to my right...

Please welcome, \_\_\_\_\_, Vice President

\_\_\_\_\_ you have been elected as Vice President of the \_\_\_\_\_ . The first Vice President of the National Federation was Eugenia Wallace, originally from Texas, but later from New York. Most of what was written about Ms. Wallace called attention to how different she was from the President. It also said that she had distinguished herself at the convention for suavity, grace and diplomacy. It was said that she had a never-failing smile and rare elocution powers. She was gentle, but firm, and always convincing. These are good attributes for a Vice President. You are responsible for coordinating with the Standing and Special Committees to insure the goals and vision of the State are communicated throughout the membership. You will find that being gentle or firm will accomplish miracles. If, at any time the President and President Elect is unable to serve, \_\_\_\_\_, as Vice President, you will be called upon to fill in for them. \_\_\_\_\_, do you promise to fulfil these duties?

Say, I Do

Would you please light your white candle of knowledge to signify that you accept these responsibilities of working closely with the Committee Chairs? I give you this woman sculpture, reaching out to others to signify your mentoring and role model role during your tenure as Vice President of the \_\_\_\_\_. Please step to my right...

Please welcome, \_\_\_\_\_, President Elect

\_\_\_\_\_, as President Elect, you are the alter ego of the President. It is your responsibility to carry out the duties and efforts of the President should she become incapacitated. You are her right and left hands. As such, you will also learn from her, but she will also learn from you and the Washington Federation of BPW will benefit from each of you. Yours is a mission to learn, to adapt, and to help where you can and yet listen to direction from those who have experience in BPW. \_\_\_\_\_, do you accept the office of President Elect of the \_\_\_\_\_ and promise to fulfill the duties thereof.

Say "I DO."

Would you please light your white candle of sisterhood to signify that you accept these "shadowing" responsibilities? I give you this woman sculpture, that goes arm-in-arm" with the Vice President to signify your role of assisting your President during your tenure as President Elect of the \_\_\_\_\_. Please step to my right...

Now it is my pleasure to introduce \_\_\_\_\_, new President of the \_\_\_\_\_!

\_\_\_\_\_... The first president of the National Federation was Gail Laughlin. She was born in Maine, but ultimately went west to California – even though the admonition was to "Go west, young man!" She was a lawyer, but most of all she was a woman dedicated to bettering the circumstances of all women. She was described as "A woman of intellect, but not of cloistered academician; an accomplished, seasoned fighter for women's rights, but not one who would concentrate on one battle and lose sight of the big war; one who was well versed in parliamentary procedure, but not a certified parliamentarian; a highly articulate, trained lawyer but not a believer in laws alone." Ms. Laughlin, after being elected, traveled by train throughout the United States.

\_\_\_\_\_, the President of the \_\_\_\_\_ has to have many of these same attributes. You will be called upon to attend many meetings,

to conduct your own Federation's meetings and to do a myriad of other things. You represent the membership of \_\_\_\_\_ at all times and you speak for its members. You will act as an advisor to your officers and committee chairmen and, in general, supervise the affairs of the \_\_\_\_\_. You direct the Treasurer in the disbursement of funds and the recording secretary in the keeping of records. It is your job to direct your vice president and president elect into the best leadership roles for them and for the \_\_\_\_\_. It is your interest and devotion to the \_\_\_\_\_ that will encourage and stimulate your members to renew their commitment to BPW and its goals. \_\_\_\_\_, do you promise to carry out the duties and responsibilities of the office of President of the \_\_\_\_\_?

Then I give to you this woman sculpture "on the run", because that will be exactly how you feel this next year. Would you please light your white candle of leadership to signify that you accept these responsibilities?

Now I call upon the \_\_\_\_\_ members. You elected these Officers standing before you but your duty is not finished. They can perform the duties they are called upon to do, but they can only do them well with your wholehearted support. That is, the recommitment of each member to support and work for the \_\_\_\_\_ as a whole.

There is much I can say to close this installation. It has been interesting looking into the history of BPW and I recommend that all of you do so too. But, remember, we are the history of the next years. What we do this coming year, will go down as the history of BPW. We can contribute today to the history that will be written tomorrow. Our vision can be as great as was that of those 212 delegates of 1919. We are still struggling to achieve some of the same goals. As we continue to struggle, we need a recommitment from each member so that another 86 years from now those BPW members will look back and thank us for our hard work and efforts, as we look back today, and are grateful for the efforts of those women in 1919.

I would like to close with a few quotes from Gail Laughlin, the first National President. She said:

“Here is the curious thing: once women get in and they start on a certain policy, they will stick—where men won’t...they (women’s clubs) have been started and now we can’t stop them...The success of this organization will depend on every member in it having something to do...It is through cooperation that we are going to make a success of this organization.”

She also said, “the position and opportunities which we have today are ours because noble and courageous women have been willing to pay the price to win them for us. It has not come without strife or struggle. For what we have received, we owe a debt which we must in honor pay, by gaining greater opportunities for the women who come after us.”

Can we do less than our foremothers? Let us all work to make the workplace a better place for women and for all and make the world a better place also.

By the powers invested in me as your installing officer, I declare these officers duly installed to serve the \_\_\_\_\_ for the year \_\_\_\_\_.



## Chocolate

Chocolate – it's so satisfying, and it's been around for centuries. In North America, the Indians initially used cacao, the bean used in making chocolate; as a food and beverage source as well as a medium of exchange.

During the conquest of Mexico, Spanish soldiers discovered cacao and took it back to Europe. By the mid-17<sup>th</sup> century serving chocolate in England became a symbol of hospitality, similar to the serving of tea and coffee. Chocolate's popularity greatly increased after vanilla and sugar were added to order to take away the bitter taste.

Eventually chocolate came to the United States, and in 1765 the first chocolate mill was established in North America at Dorchester, Massachusetts. Today, with the countless varieties on the market, chocolate is a booming business. And adding to this booming business, is recent reports that chocolate is healthy for us!!

Tonight, the officers of the \_\_\_\_\_ will take a step towards health and be given candy bars as they are installed. Just as each candy bar has different ingredients, each officer in this LO has specific duties. Although each candy bar used tonight is unique, they all share one common ingredient – chocolate. Likewise, even though your LO officers perform different tasks, they share one common ingredient - sisterhood. Will the officers please come forward. (Treasurer first, secretary, etc.)

The TREASURER of this organization will receive monthly dinner monies, pay bills as authorized by the budget, collect monetary donations for fundraisers and give monthly financial statements to the LO. At times these various monetary duties might seem to be too much. But do not fear; a tasty kind of money is near. (Pick up candy bar.) May the "PAY DAY" help you with your duties. Let it assist you in meeting all of your LO's financial obligations. (Give candy bar to officer.)

The SECRETARY of this LO will take numerous notes during each LO Board and member monthly meeting. These notes are then transformed into accurate minutes and become an essential part of this LO's history. Sometimes you may feel overwhelmed by your mountain of notes, sometimes you won't. (Pick up candy bar.) May this "Mounds" help you rewrite your many notes into legible, precise minutes. Let it give you energy to help cut through the paperwork. (Give the candy bar to the officer.)

You will also do the correspondence of the organization and will be the liaison between this LO and the public. As you take care of correspondence, remember to represent your group in a fitting manner. Excellent composition requires time and thought. (Pick up candy bar.) May the "Symphony" help you maintain perfect harmony between your LO and the Community. Let it inspire you to keep all of the lines you write in tune. (Give the candy bar to the officer.)

The PRESIDENT- ELECT of this organization will be in charge of the program committee. You are also in leadership training and must be ready to perform other duties that might be asked of you by your president. Chairing the program committee,

you will find that some programs are plain, while others are real nutty. (Pick up packages of candy.) May these packages of “M&M’s” plain and peanut, help you select a variety of programs. Let them assist you in planning successful programs that will interest your entire membership. (Give the packages of candy to the officer.)

The FIRST VICE-PRESIDENT of this organization will be in charge of the membership committee. You are also the president’s understudy. In this office, you wear two hats—membership and future leader. In the area of membership, you must be able to keep all members, and retain older members. As your LO’s future leader, it is important to learn about this LO’s policies and procedures. Your job is like two great flavors combines into one. (Pick up package of candy.) May this package of “Peanut Butter Cups” help you tackle all of your future duties. Let this successful combination lead you to a year of success. (Give the candy bar to the officer.)

The PRESIDENT of this organization is the LO’s leader. You will preside at all meetings, keep current on LO business, follow up on details, and represent this LO at all times. You have been given your LO’s highest honor, and members will follow your leadership. You are now the principal star in the LO’s galaxy. (Pick up candy bar.) May this “Milky Way” help you lead and shine brightly. Let it show you the way to guide your LO to great heights. (Give the candy bar to the officer.)

LO Members, you are also an integral part of this organization. Like your officers, you also have special duties and tasks. Your jobs might not be as prominent, but they are as important. Just as all of these candy bars have chocolate in them, all of you, officers and members alike, share the same LO goals. Support one another and work together so that this LO will become stronger. (Pick up package of candy bars.) A popular trio from France had a famous saying. May their slogan, “One for all and all for one,” always be your LO’s theme. (Give each member a “3 Musketeers” Bar.)

**Installation of State Officers**  
**Based on 2002–2003 BPW/USA Installation in New Orleans**  
**National Rep. - 2003**













State Executive Committee:

- President \_\_\_\_\_ role model: Amelia Earhart
- President-Elect \_\_\_\_\_ role model: Eleanor Roosevelt
- 1<sup>st</sup> Vice President \_\_\_\_\_ role model: Susan B. Anthony
- 2<sup>nd</sup> Vice President \_\_\_\_\_ role model: Harrie Caraway
- Recording Secretary \_\_\_\_\_ role model: Harriet Tubman
- Treasurer \_\_\_\_\_ role model: Madame C. J. Walker
- Corresponding Secretary \_\_\_\_\_ role model: Mother Teresa
- Parliamentarian \_\_\_\_\_ role model: Sojourner Truth
- Regional Directors or District Directors role model: Sacagawea
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Nominating Committee Chair [or other officer to be installed]  
\_\_\_\_\_: role model Sally Ride

## *What does BPW mean to you?*

What does BPW mean to you? I suspect many words and images come to mind. Working women ... women helping women ... workplace equity issues ... pay equity ... work-life balance ... friendships ... meetings .... mentors ... leadership ... dedication ... legacy ... opportunity ... commitment.

Perhaps you think of special BPW signature events:

-  Equal Pay Day,
-  National Business Women's Week,
-  Career Advancement Scholarships,
-  Virginia Allan National Young Careerist Program,
-  Individual Development Program,
-  National Conference,
-  Policy & Action Conference,
-  Women Mean Business Awards,
-  Working Family Values,
-  WOMENomics,
-  Academic Conference on Work and Family, and
-  Career and Personal Development Programs.

BPW is a multi-faceted organization that can mean different things to different people, but at its core, BPW is its mission - to achieve equity for all women in the workplace through advocacy, education and information. All the new BPW branding, BPW signature events and activities are anchored in the mission. Tonight as we celebrate the closing of one Federation year and launch a new one, as we celebrate our heritage and our future, we reaffirm our focus on the mission. The call for the first national convention to be held in St. Louis in July 1919 was:

“To arouse all Business and Professional Women to a feeling of their own solidarity and importance; to the realization that all Business and Professional Women, in their aims, their handicaps, and their limitations are one; to the conviction that all women throughout the world, in their ideas must be one; and only as we solve our own problems and make our most dynamic contribution to the group at large can we measure up to the challenge of this new day.”

The “challenge of this new day” is to take the best of the past and build on it for a better tomorrow. The best of the future is before us. We eagerly anticipate our future, but it’s not yet here. We must create our future by living in the present and giving our best efforts every day. Tonight, the promise of BPW’s legacy is in our hands. Tonight we celebrate our heritage and our future

The Officers you have elected will lead us into the future through their best efforts. But leaders are useless ... without followers. They can do little without the rest of us. So while we celebrate the transition into a new federation year and honor the new state leadership, tonight also provides an opportunity to affirm our support and to commit our own best efforts.

*Members*

MEMBERS, you represent all the members throughout the state. Individually each of us is like a single stick ... easily broken. But united in a bundle, we have strength beyond our numbers. Our strength, as an organization, comes from the commitment of each member.

As Edward Everett Hale said:

“I am only one. But still I am one.

I can not do everything. But still I can do something.

And because I can not do everything I will not refuse to do the something that I can.”

I challenge you to re-dedicate your commitment to BPW. I challenge you to support the leaders that you have elected with your own best efforts. I challenge you to DO the something that you CAN.

MEMBERS, will you do what you can to support these leaders and commit your best efforts to achieve BPW’s mission? If so, please say, “YES!”

*Audience responds: “YES!”*

Thank you.

*Nominating Committee Chair [or other officer to be installed]*

Will the Nominating Committee Chair \_\_\_\_\_ or  
\_\_\_\_\_ [other officer to be installed] please come  
forward?

\_\_\_\_\_, Dr. Sally Ride was the first American woman in space. Dr. Ride applied to the astronaut program after reading an ad in a newspaper. More than 8,000 men and women applied to the space program that year. Of the 35 individuals accepted, six were women. One was Sally Ride.

Sally Ride attended Stanford University where she earned four degrees - a Bachelor of Arts degree in English, a Bachelor of Science in Physics, a Masters and a Ph.D. in Physics. On June 18, 1983 she became the first American woman to orbit earth when she flew aboard Space Shuttle *Challenger*. Her second flight was also aboard *Challenger* in 1984. After 343 hours in space, Ride was preparing for her third mission when the *Challenger* exploded with teacher and astronaut Christa McAuliffe aboard. Dr. Ride was a member of the team chosen to investigate the explosion of *Challenger* in 1986. Sally Ride exemplifies the lesson that life goes on, even after tragedy.

Dr. Ride left the astronaut corps in 1987 to join the faculty of Stanford University, her alma mater. Her decision to return to Stanford University was evidence of her commitment to finding a solution to the lack of women scientists and engineers. Since 1989, Dr. Ride has been a Professor of Physics at the University of California at San Diego, where she also heads the California Space Institute.

\_\_\_\_\_, you are an important link between the State Federation and the local members. Through your efforts you will assure the continued strength of the state federation by recruiting strong leadership for state offices. Find that one out of 8,000, one out of 35, and one out of six that can lead this federation to greatness. Seek diversity in leadership that will expand the vision of how to serve all members – present and prospective. Everyone has something to contribute and something to learn from

one another. Through your leadership, focus on the mission. Through your dedication, build the Federation's future.

\_\_\_\_\_, do you promise to carry out the duties of Nominating Committee Chair [or other office] to the best of your ability and give your best efforts to achieve BPW's mission?

*Nominating Committee Chair [or other officer] responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Nominating Committee Chair [or other officer].

*Regional or District Directors*

Will the Regional Directors [or District Directors] please come forward?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Directors, Sacajawea [sàk'e-je-wê'e] was the native American, Shoshone guide and interpreter, who helped the Lewis and Clark expedition. Meriwether Lewis and William Clark hired her trapper husband as an interpreter and guide for their expedition. Sacagawea and her young son joined the expedition when it set out in April 1805. Leaving North Dakota and traveling through present-day Montana, Idaho, Washington, and Oregon, Sacagawea proved to be invaluable. When the expedition encountered a tribe of Shoshone led by her brother, Sacagawea obtained food, horses, and guides, which allowed the explorers to continue. Carrying her young son on her back, Sacagawea was legendary for her perseverance and resourcefulness.

Some of you may know that BPW has an interesting connection with Sacagawea. BPW served on the Advisory Committee which recommended a new design for the one dollar coin bearing Sacagawea's image and suggested the woman artist whose design was selected - Glenna Goodacree of New Mexico who designed the Vietnam Woman Veterans Memorial.

Directors, you too, are a kind of guide for the local organizations in your territory. You too, can help them obtain resources from within the area, from the state, and from national BPW. Your experience and resourcefulness will be a great help to the local organizations that you serve. Like Sacagawea, keep on going.

Directors, do you promise to carry out the duties of Regional Director [or District Directors] to the best of your ability and give your best efforts to achieve BPW's mission?

*Directors respond, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Regional Directors [or District Directors].

*Parliamentarian*

Will the Parliamentarian \_\_\_\_\_ please come forward?

\_\_\_\_\_, Sojourner Truth was probably the most famous African-American women in the 19<sup>th</sup> century. Born into slavery in New York about 1797, she was named Isabella. After marrying a fellow slave ... after bearing children ... after serving five owners ... in 1826 Isabella walked to freedom. She settled in New York City. At the age of 46 she changed her name to Sojourner Truth, announcing that she would travel the land as an itinerant preacher ... telling the truth and working against injustice.



Almost six feet tall, Truth was a powerful speaker for abolition, women's rights, and racial equality.

Of herself, Sojourner Truth said,

"I am about 80 years old. I have been 40 years a slave and 40 years free, and would be here 40 years more to have equal rights for all."

"I have done the best I could. I have told the whole truth."

Among her many honors, NASA named the Mars Pathfinder rover "Sojourner" in her honor. Sojourner Truth died in Battle Creek, Michigan in 1883.

\_\_\_\_\_, you have been appointed Parliamentarian for the coming year. Parliamentary procedure is intended to enable the will of the majority to be done and the voice of the minority to be heard. You will assist the President in conducting the Federation's business so that the use of parliamentary procedure will be just and fair to all. You will uphold the respect for each member's input which affirms the value of each individual. Like Sojourner Truth, you must tell the whole truth.

\_\_\_\_\_, do you promise to carry out the duties of Parliamentarian to the best of your ability and give your best efforts to achieve BPW's mission?

*Parliamentarian responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Parliamentarian.

*Corresponding Secretary*

Will the Corresponding Secretary \_\_\_\_\_ please come forward?

\_\_\_\_\_, Agnes Gonxha Bojaxhiu ["Gohn-ji boy-ya-jee-oo"] was born August 26, 1910 in Macedonia. At twelve she felt the desire to spend her life for Gods'

work and joined the Sisters of Our Lady of Loreto, who were very active in India. She chose the name Sister Teresa ["terr-EE-sah"]. At the age of 27 she was named headmaster of a secondary school close to one of the great slums of Calcutta. She could not close her eyes to the misery around her. She felt she had to leave the convent to help the poorest of the poor and live with them. She was 38 when she traded her religious Loreto robe for a cheap white and blue sari.

One day a former student of Sister Teresa from a well-off family wanted to stay with Sister Teresa and help her. Others followed. The basic rule of the Missionaries of Charity is that the sisters devote themselves, out of their free will, to the service of the poorest of the poor. Today over 5000 sisters, brothers, and volunteers run approximately 500 centers worldwide, feeding 500,000 families and helping 90,000 lepers every year.<sup>1</sup>

Remember these words from Mother Teresa. "God has not called me to be successful. He has called me to be faithful."

"People are often unreasonable, illogical, and self-centered;  
forgive them anyway.

If you are successful, you will win some false friends and some true enemies; succeed anyway.

What you spend years building, someone could destroy overnight; build anyway.

The good you do today, people will often forget tomorrow;  
do good anyway.

Give the world the best you have, and it may never be enough;  
Give the world the best you've got anyway."

\_\_\_\_\_, through the written word, you will represent the state federation to Local Organizations, other State Federations, BPW/USA, and the external community. Through your timely and efficient handling of correspondence may

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<sup>1</sup> <http://home.attbi.com/~motherteresasite/mother.html>

those to whom you write receive a favorable impression of BPW. Be faithful. Give the best you have. Devote yourself to the service of BPW. It may not be enough, but give the best you have anyway.

\_\_\_\_\_, do you promise to carry out the duties of Corresponding Secretary to the best of your ability and give your best efforts to achieve BPW's mission?

*Corresponding Secretary responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Corresponding Secretary.

*Treasurer*

Will the Treasurer \_\_\_\_\_ please come forward?

\_\_\_\_\_, MADAM C. J. WALKER died in 1919, the year BPW was founded. She was an entrepreneur, philanthropist, and social activist. As she described herself, "I am a woman who came from the cotton fields of the South. From there I was promoted to the washtub. From there I was promoted to the cook kitchen. And from there I promoted myself into the business of manufacturing hair goods and preparations.... I have built my own factory on my own ground." One of the first American women of any race or rank to become a millionaire through her own efforts, she summarized her business success, "I got myself a start by giving myself a start."<sup>2</sup>

Born Sarah Breedlove in 1867, both Sarah's parents were ex-slaves, sharecroppers on a Louisiana farm. She became an orphan at age 7, married at fourteen, had a daughter, and was widowed at twenty. For eighteen years, she supported herself and her daughter by working as a washerwoman.

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<sup>2</sup> New York Times Magazine, November 4, 1917

She invented her hair softener for use with a straightening comb by African American women who wanted to de-kink their hair. The Madame C.J. Walker Manufacturing Company, headquartered in Indianapolis provided employment for some 3,000 persons. Her multi-level sales force had more than 20,000 agents. Madame Walker's aggressive marketing strategy combined with relentless ambition led her to become the first known African-American woman millionaire, perhaps the first self-made American woman millionaire. She became an inspiration to many black women.

\_\_\_\_\_, you have been “promoted” from your previous service to the office of Treasurer. You got a start, by giving yourself a start. Where you came from ... is not nearly as important as where you are going. Nothing is more fundamental than integrity. Like Madame Walker, you have the opportunity to inspire thousands. Through sound business procedures, you must safeguard all funds. Your presentation of financial reports should be clear, simple, and correct. Accurate records and promoting an expanding membership are central to on-going financial stability. I charge you to be the steward of BPW’s financial integrity.

\_\_\_\_\_, do you promise to carry out the duties of Treasurer to the best of your ability and give your best efforts to achieve BPW’s mission?

*Treasurer responds, “I do.”*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Treasurer.

*Recording Secretary*

Will the Recording Secretary \_\_\_\_\_ please come forward?

\_\_\_\_\_, Harriet Tubman was born a slave in 1820 near Cambridge, Maryland. When she heard that her deceased master's property would be sold, she escaped to freedom in Pennsylvania. Once she discovered what it was to be free, she wanted to help other people to freedom. Through the use of the "Underground Railroad" Harriet made 19 trips south, rescuing more than 300 slaves. It was very

dangerous work. At one point, the reward for Tubman's capture was \$40,000. Her flexible but effective method of leading slaves out of the South was successful because she was a master in planning the strategy of each of her escape operations. No detail was missed. Known as the "Moses of her people," she never lost a passenger. As Tubman herself said, "On my Underground Railroad I [never] run my train off [the] track [and] I never [lose] a passenger."

After her death in 1913, Tubman was buried with military honors in Fort Hill Cemetery, only a few miles from Seneca Falls. Her tombstone reads, "Servant of God, Well Done." She has received many honors including the naming of the Liberty Ship Harriet Tubman, christened in 1944 by Eleanor Roosevelt and a commemorative postage stamp bearing her name and likeness.

\_\_\_\_\_, as Recording Secretary you are the modern historian who will record the efforts of this Federation to show that "women mean business." You will record the details of many successful activities in 2003 and 2004. Minutes are historic, but minutes are also time-sensitive. Get them done and move on.

Like Harriet Tubman, use flexible but effective methods to stay on the right track. Plan carefully and don't miss any details. May Harriet Tubman's epitaph summarize your service to BPW this year - "Servant of God, Well Done."

\_\_\_\_\_, do you promise to carry out the duties of Recording Secretary to the best of your ability and give your best efforts to achieve BPW's mission?

*Recording Secretary responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Recording Secretary.

Will the Second Vice President \_\_\_\_\_ please come forward?

\_\_\_\_\_, Hattie Caraway was the first woman elected to a full term in the U.S. Senate. Born in Tennessee, she went to college at the age of 14 and earned a BA degree in 1896. She married Thaddeus Caraway, raised three sons and managed their small Arkansas cotton plantation, while Thaddeus practiced law. He was elected to the U.S. House of Representatives and to the U.S. Senate from Arkansas three times, but then died unexpectedly. Following his death, Hattie was appointed to his Senate seat and confirmed in a special election. Initially she found the Senate's rules bewildering and her legislative duties exhausting. She spoke so infrequently she became known as "Silent Hattie." But she took her legislator's responsibilities seriously and built a reputation for integrity. Unexpectedly, while presiding over the Senate, she announced her decision to run for a full term in 1932, becoming the first woman elected to a full term in the Senate.

Senator Caraway emerged as a "fiercely partisan" supporter of President Franklin Roosevelt's New Deal legislation. In 1938 Caraway was opposed by Congressman John L. McClellan with the slogan "Arkansas needs another man in the Senate." She was supported by women's organizations, veterans and union members, and won her second full term by eight thousand votes. Hattie Caraway was the first woman to preside over the Senate, the first to chair a Senate committee, and in 1943, Senator Caraway became the first woman in Congress to sponsor the Equal Rights amendment. In 1944, at the age of 66 she ran for her third term. Her opponent was Congressman William Fulbright. Caraway lost the primary and graciously summed it all up saying, "The people are speaking."

\_\_\_\_\_, "the people are speaking" tonight by electing you Second Vice President. They do not expect you to be silent, but rather like Hattie Caraway to speak out for equal rights. You should be a "fiercely partisan" supporter of BPW's issues. Even if serving on the Executive Committee is not "bewildering", it still may be "exhausting" at times. We know that you will take your responsibilities seriously and,

like Senator Caraway, build a reputation for integrity. There are many more firsts for BPW yet to be achieved. Always put BPW first in your decisions and you will have the members' support.

\_\_\_\_\_, do you promise to carry out the duties of Second Vice President to the best of your ability and give your best efforts to achieve BPW's mission?

*2nd Vice President responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as Second Vice President.

*1st Vice President*

Will the First Vice President \_\_\_\_\_ please come forward?

\_\_\_\_\_, in July, 1776, Abigail Adams urged our forefathers to, "Remember the Ladies." Unfortunately our forefathers did not include our foremothers in the U.S. Constitution. "Men their rights, and nothing more; women, their rights, and nothing less" became the theme of the suffrage movement, articulated by Susan B. Anthony.

On November 5, 1872, Anthony and her sisters cast their ballot to test the constitutional premise that women were persons and therefore entitled to vote. Anthony was arrested and brought to trial for having voted "knowingly, wrongfully, and unlawfully." She defended herself saying,

"The preamble of the Federal Constitution says, "we the people of the United States...." It was "we the people," not "we, the white male citizens," nor yet "we, the male citizens," but "we, the whole people" who formed the Union. And we formed it not "to give the blessings of liberty," but to "secure" them not to "half of

ourselves" and "half of our posterity," but to the whole people - women as well as men. And it is a downright mockery to talk to women of their enjoyment of the blessings of liberty while they are denied the use of the only means of securing them provided by this democratic republican government - the ballot.

Susan B. Anthony was convicted and sentenced to pay one hundred dollars. She told the judge, "I shall never pay a dollar of your unjust penalty." And she didn't.

The 19<sup>th</sup> amendment to the U.S. Constitution was first introduced in 1878 and reintroduced in every Congress thereafter. Anthony testified before every Congress for 40 years. Susan B. Anthony did not live to see the fulfillment of her efforts. She died in 1906 at home in Rochester, New York, at the age of 86. Her final public utterance was, "Failure is impossible."

\_\_\_\_\_, you are about to assume the duties of First Vice President. You may work for years and not see the fulfillment of your efforts. Yet, like Susan B. Anthony, you must believe your cause is just and that "failure is impossible." With your leadership, may the works of BPW justify the words: "BPW is the leading advocate for working women."

\_\_\_\_\_, do you promise to carry out the duties of First Vice President to the best of your ability and give your best efforts to achieve BPW's mission?

*1<sup>st</sup> Vice President responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as First Vice President.

*President-Elect*

Will the President-Elect \_\_\_\_\_ please come forward?

\_\_\_\_\_, un-elected, yet wielding enormous influence, Eleanor Roosevelt was one of the 20<sup>th</sup> century's most admired women. Concerning suffrage Eleanor wrote, "I became a much more ardent citizen and feminist than anyone ... would have dreamed possible. I had learned that if you wanted to institute any kind of reform you could get far more attention if you had a vote than if you lacked one." Later,



she wrote, "... years have now gone by and everywhere people are asking, 'What have the women done with the vote?' I often wonder why they don't ask the men the same question, but I realize that it is a high compliment to women that evidently they were expected to bring about some marked change in political conditions ..."

When her husband became president in 1933, Eleanor discovered that she had talents—for public speaking, for organizing, for articulating social problems. As First Lady, she held more than 300 press conferences that she restricted to women journalists, knowing that news organizations all over the country would be forced to hire their first female reporter in order to have access to the First Lady.

Both in private and public life, Mrs. Roosevelt manifested an unequalled concern for others. She was an ardent advocate of equal rights and an uncompromising voice on civil rights. Of her personal involvement in causes, she said, "... I have never felt that anything really mattered but the satisfaction of knowing that you stood for the things in which you believed and had done the very best you could." Her integrity, her graciousness, and her sincerity of purpose endeared her personally to many millions.

\_\_\_\_\_, like Eleanor, you have talents for public speaking, for organizing, and for articulating social problems. You, too, are an ardent feminist and express your opinion candidly. Most of all, you share with Eleanor Roosevelt the commitment that nothing really matters but the satisfaction of knowing that you stand for the things in which you believe and that you do the very best you can.

Let your integrity, graciousness, and sincerity of purpose endear you to the members. The BPW story is not over. We have many more years of notable service to render. Your leadership will help answer the question, "What have the women done?"

\_\_\_\_\_, do you promise to carry out the duties of President-Elect to the best of your ability and give your best efforts to achieve BPW's mission?

*President-Elect responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as President-Elect.

*President*

Will the President \_\_\_\_\_ please come forward?

\_\_\_\_\_, a BPW member, Amelia Earhart first flew the Atlantic solo exactly five years to the day after Charles Lindbergh made his solo flight across the Atlantic. She planned her 1937 around-the-world flight to be her last major flight. "Preparation, I have often said, is rightly two-thirds of any venture." On June 1, 1937 she and her navigator set out to travel eastward around the world. On July 2 having flown 22,000 miles she had only 7,000 miles left. At twenty and one-fourth hours into twenty to twenty-one hours of fuel, her last radio message was received. Nine naval ships and 66 aircraft were unable to find any trace of her. She knew the dangers inherent in the trip and left letters for her family to open, if she did not return. Her letter to her husband George read:

"Please know I am quite aware of the hazards. I want to do it because I want to do it. Women must try to do things, as men have tried. When they fail, their failure must be but a challenge to others."

Amelia Earhart spoke words that challenge not only those of her time, but also challenge us today.

"Some of us have great highways to follow. If you do, that is nice, but if not, then know that it is your responsibility to pick up a shovel and build a road for those coming on behind you."

And,

"Courage is the price that life exacts for granting peace."

\_\_\_\_\_, the office of president is the natural leader of the whole organization. Yes, there are hazards out there. But your preparation can overcome them. And you know ... your landings should exactly match your take offs. So it is in BPW ... finishing is frequently harder than starting. The heaviest responsibility is upon you and you can see the greatest rewards. The heritage and future of BPW is entrusted to you. We look to you for vision, example and leadership. We pledge our active support and encouragement.

\_\_\_\_\_, you have prepared for this day. We know that you want to be president, because you want to do it. We know that your success will be a challenge and an encouragement to others. May you have the courage to chart a new course and to build a road for those coming on behind you.

\_\_\_\_\_, do you promise to carry out the duties of president to the best of your ability and give your best efforts to achieve BPW's mission?

*President responds, "I do."*

*[If a gift, flower, or token of office is presented, insert reference here.]*

On behalf of all the BPW members, I declare you duly installed as 2003-2004 *[state]* BPW President.

Members, greet your new officers ...

*[END]*



Vice President \_\_\_\_\_

President \_\_\_\_\_

(Treasurer)

\_\_\_\_\_ as Treasurer, your Rainbow color is Green for Prosperity and Successful Growth. The keeping of funds is a vital part of democratic group for each member has an equal interest in those funds and a right to know her interest is safeguarded.

Your records should be clear and your books kept so that at any time, any information regarding finances may be readily available. We have complete confidence in your ability to fulfill this obligation.

Do you accept these responsibilities?

(Secretary)

\_\_\_\_\_ as Corresponding/Recording your Rainbow colors are Orange, indicative of Tolerance, Tact, and Friendliness and Blue for Loyalty, Truth and Wisdom.

As Corresponding Secretary, by prompt and courteous treatment of all correspondence committed to your care, those you come within its contact will receive a fitting impression of your organization. And as Recording Secretary, it is your duty to record the proceedings of the meetings. Clear accurate statements of fact, not opinions, are essential. Well written minutes, well read, will merit the attention and interest of the members.

We know you will be faithful in the performance of these duties.

Do you accept these responsibilities?

(Vice-President)

\_\_\_\_\_ as Assistant District Director, your Rainbow colors are Red for Vigilance and Alertness and and Yellow for Unity, Patience and Responsibility.

You are the understudy for the District Director. In her absence it will be your duty to preside in her place. Your efforts will harmonize with others as you work faithfully to carry out the aims and objectives of this organization. Your District Director will assign you special duties as well as those outlines in your by-laws.

Do you accept these responsibilities?

(President)

\_\_\_\_\_, as District Director, you Rainbow color is Purple, indicative of Leadership, Administration, Thoughtfulness and Love.

You have been chosen as the leader of your organization for the coming year. The Office of District Director is not one of honor alone – its responsibilities are great and its duties are many. There will come times of discouragement, times of unrest, times of doubt as to direction.....

But the Executive Ability you possess, together with the Loyalty of your members will dispel every cloud and bring you to a successful solution of all your problems.

It is necessary that you preside impartially, that you merit the respect of every member. Not what you say, but what you do will speak loudest for you this year.

We recognize your Courage, Vision, Determination and Executive Ability as you prepare for the new year.

Do you accept the responsibility as District Director?

Members - may your colors glow the brighter in reflection of the efforts of every loyal member in service and mutual helpfulness by the use of all the excellent qualities of Valor, Patience, Adventure, Confidence, Loyalty, Tolerance and Love.

No matter how small or how large the individual contribution, each droplet adds its Rainbow color, to increase the span of the Arch.

Each lovely color is necessary for the completeness of the Rainbow, and so each of you is needed to complete the Masterpiece you will all assist in creating by your combined efforts during the coming year.

The Pot of Gold at the end of the Rainbow and the Reward of every member of the organization is the knowledge of True Service, willingly given.

Members – I present to you – your very own sparkling Rainbow to guide and inspire your activities for the new year. Your very own Rainbow of officers for coming year – duly installed.

## TOY CAR INSTALLATION

WILL THE RETIRING OFFICERS AND CHAIRS OF \_\_\_\_\_ PLEASE STAND. ON BEHALF OF THE MEMBERS OF BPW/\_\_\_\_\_ WE SAY "THANK YOU" FOR A JOB WELL DONE. THE FACT THAT BPW/\_\_\_\_\_ HAS MADE PROGRESS THIS YEAR IS LARGELY DUE TO YOUR EFFORTS, WORKING BOTH AS INDIVIDUALS AND AS A GROUP. YOU HAVE EXPRESSED FAITH IN BPW BY DEEDS, KNOWING FULL WELL THAT IT CANNOT BE EXPRESSED IN – OR BY – WORDS ALONE. YOU HAVE MADE BPW MORE INTERESTING FOR THE MEMBERS; WE'RE SURE YOU HAVE LEARNED A LOT IN THE PROCESS. THANK YOU AGAIN. YOU MAY BE SEATED.

WILL THE NEW OFFICERS PLEASE COME FORWARD AND TAKE A SEAT TO MY LEFT IN THE FOLLOWING ORDER...TREASURER, FOLLOWED BY RECORDING SECRETARY, SECOND VICE PRESIDENT, FIRST VICE PRESIDENT; PRESIDENT ELECT AND THE PRESIDENT.

IN THIS CRAZY WORLD WE LIVE IN, STATUS SYMBOLS HAVE BECOME A WAY OF LIFE. THE CLOTHES YOU WEAR, WHAT KIND OF CAR YOU DRIVE – SO IN KEEPING WITH THE CURRENT TRENDS, THE SYMBOL OF YOUR OFFICES WILL BE REPRESENTED BY VEHICLES –

\_\_\_\_\_ (TREASURER) AN ORGANIZATION HAS NO MORE SENSITIVE NERVE CENTER THAN THAT LOCATED IN ITS TREASURY. YOUR WORK IS IMPORTANT BECAUSE UPON IT RESTS THE ORGANIZATIONS PEACE OF MIND. IT IS YOUR DUTY TO EXPEND THE MONIES AS AUTHORIZED; AND TO ADMINISTER FINANCES IN AN HONEST AND BUSINESS LIKE WAY.

THE COST FOR TAGS, LICENSES TAX, FREIGHT AND DELIVERY MUST BE PAID THROUGH YOU.

I CHARGE YOU TO PERFORM THESE DUTIES FAITHFULLY AND THUS TO JUSTIFY THE MEMBERSHIP WHICH HAS SO HONORED YOU. DO YOU ACCEPT THIS OFFICE? TO YOU WE GIVE THE BRINKS ARMORED TRUCK TO HOLD ALL OF THE FEDERATIONS MONEY.

CONGRATULATIONS!

\_\_\_\_\_ AS RECORDING SECRETARY WE RELY ON YOU TO KEEP AN ACCURATE RECORD OF THE BUSINESS, THE



ACHIEVEMENTS AND THE ACTIVITIES OF THE ORGANIZATION DURING THE COMING YEAR. WHAT YOU WRITE WILL SERVE AS REFERENCE AND HISTORY FOR YOUR ORGANIZATION IN THE FUTURE. BY YOUR SERVICE, THE MEMORY OF THIS ORGANIZATION AND ITS MEMBERS WILL BE KEPT ALIVE FOREVER. THIS IS NO SMALL TASK AND MUST BE DELEGATED TO THE ONE WHO IS FAITHFUL IN ATTENDANCE AND DEPENDABLE AT ALL TIMES. DO YOU ACCEPT THIS OFFICE? TO YOU WE GIVE A 4-WHEEL JEEP BECAUSE THIS INDEED IS A WORKING OFFICE AND YOU WILL NEED TO BE AT ALL MEETINGS REGARDLESS OF RAIN, SLEET OR SNOW.

CONGRATULATIONS!

\_\_\_\_\_ AS 2<sup>ND</sup> VICE PRESIDENT, YOU ARE RESPONSIBLE FOR LIGHTING THE PATH OF READINESS AND TO HARMONIZE YOUR EFFORTS WITH THAT OF YOUR PRESIDENT. GIVE OF YOUR WISDOM AND EXPERIENCE. YOU WILL NEED TO FAMILIARIZE YOURSELF WITH ALL PHASES OF THE STATE AND NATIONAL FEDERATIONS AS YOU CONCENTRATE ON MEMBERSHIP AND LEAD THE ORGANIZATION TO GROWTH. DO YOU ACCEPT THIS OFFICE? IN ORDER TO KEEP UP WITH YOUR PRESIDENT, WE GIVE YOU A HOT RED FERRARI – ONE OF THE FASTEST CARS AROUND.

CONGRATULATIONS!

\_\_\_\_\_ AS 1<sup>ST</sup> VICE PRESIDENT, IT IS YOUR DUTY TO WORK FAITHFULLY WITH YOUR PRESIDENT TO GIVE OF YOUR KNOWLEDGE AND ASSISTANCE THROUGHOUT THE YEAR TO CARRY OUT THE HIGH AIMS AND IDEALS OF BPW/MD. SERVE AS PROGRAM CHAIRMAN TO IMPLEMENT AND FURTHER PROJECTS AND ACTIVITIES IN THE CURRENT YEAR AND SERVE IN ANY CAPACITY AS ASSIGNED BY THE PRESIDENT. DO YOU ACCEPT THIS OFFICE? WE WANTED TO GIVE THE STRETCH LIMOSINE, BUT HAD TO SETTLE ON A METALIC GOLD T-BIRD, TO BRING YOUR GUEST SPEAKERS TO THE MEETINGS IN STYLE.

CONGRAUTLATIONS!

\_\_\_\_\_ AS PRESIDENT ELECT, YOUR RESPONSIBILITY IS TO PLAN, TO THE BEST OF YOUR ABILITY, FOR YOUR COMING YEAR OF LEADERSHIP. YOU MUST WORK CLOSELY WITH YOUR PRESIDENT AND GET TO KNOW THE STRENGTHS OF YOUR MEMBERS. TO QUOTE PAST NATIONAL PESIDENT PAT CORNISH, "YOUR MOTTO SHOULD BE – PLAN YOUR WORK AND WORK YOUR PLAN AND YOU WILL ENJOY THE FRUITS OF YOUR EFFORTS." DO YOU ACCEPT THE RESPONSIBILITIES OF THIS

OFFICE? TO YOU WE GIVE THE ICE CREAM TRUCK, A SYMBOL OF GOOD HUMOR AND FUN...MAY YOU HAVE PLENTY OF BOTH.

CONGRATULATIONS!

\_\_\_\_\_ AS PRESIDENT OF BPW/\_\_\_\_\_, YOU HAVE BEEN GIVEN THE HIGHEST HONOR YOUR ORGANIZATION CAN BESTOW ON ANY MEMBER. IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE AIMS AND OBJECTIVES OF OUR FEDERATION AND TO HELP US TO INTERPRET THESE AIMS AND OBJECTIVES THROUGH BPW/MD. YOU WILL BE THE VOICE OF THE ORGANIZATION IN STATE AND NATIONAL ACTIVITIES. YOU ARE THE REPRESENTATIVE OF BUSINESS AND PROFESSIONAL WOMEN IN COMMUNITY AFFAIRS. IT WILL BE YOUR INTEREST AND DEVOTION TO BPW/MD THAT WILL ENCOURAGE AND STIMULATE THE MEMBERS. TO REACH THE FULL MEASURE OF SUCCESS THIS YEAR, THE OFFICE OF PRESIDENT WILL REQUIRE A GREAT DEAL OF YOUR TIME, WHICH WE KNOW YOU WILL GIVE OF FREELY. STRIVE TO KEEP YOUR ORGANIZATIONS CHARACTER WARM AND LIGHT WITH LIFE. DO YOU ACCEPT THIS OFFICE? AS A TOKEN OF YOUR HONOR WE GIVE THE CLASSIC GOLD CADDILAC CONVERTIBLE...COMPLETE WITH CAT PHONE.

CONGRATULATIONS!

BEFORE YOU STAND YOUR ELECTED OFFICERS. MAY THEY BY THEIR THOUGHTS, WORDS AND DEEDS DEMONSTRATE A CONCERN FOR THE WELFARE OF WORKING WOMEN EVERYWHERE AND MAY THEIR FINE LEADERSHIP BRING TO BPW/MD AN ENVIABLE RECORD OF ACHIEVEMENT. WITH PRIDE IN THE PAST AND FAITH IN THE FUTURE, WE DO DECLARE YOU DULY INSTALLED TO SERVE FOR THE \_\_\_\_\_ YEAR.

\_\_\_\_\_ (IMMEDIATE PAST PRESIDENT), PLEASE COME FORWARD. YOU MUST HAVE SENSED THAT YOU HAVE HAD THE HEARTS OF THIS FINE ORGANIZATION WITH YOU. WITH DEEPEST APPRECIATION TO YOU FOR YOUR DEDICATED AND OUTSTANDING SERVICE ON OUR BEHALF THIS YEAR AND WITH AFFECTIONATE PERSONAL ESTEEM, WE KNOW WATCH AS YOU PASS TO YOUR SUCCESSOR THE SYMBOLS OF YOUR ILLUSTRIOUS OFFICE.

**BPW: a visible leader and vocal advocate for economic equity issues.**

Good evening.

BPW: a visible leader and vocal advocate for economic equity issues.

That's who we are. That's what we do.

And, it is now my pleasure to install the leadership teams of BPW \_\_\_\_\_ who, because of their elected or appointed positions with our organization, have the responsibility for supporting and motivating each other and each of us to be who we are and to do what we do.

These leaders have the responsibility for speaking up for our agenda, for motivating us to do the same and for supporting us when we do.

But, in the end, it is as much our responsibility – yours and mine – to make sure we are who we say we are and do what we say we will.

And so, this installation ceremony is as much for and about each of us as it is for those we are recognizing as our leadership team.

Please join me in greeting the following members, chosen for or appointed to leadership positions because of their commitment to model the behaviors and take the action necessary to be who we are and do what we must.

Executive Administrative Assistant, \_\_\_\_\_

Parliamentarian, \_\_\_\_\_

Presidents Advisory, \_\_\_\_\_

Presidents Advisory, \_\_\_\_\_

Counselor, \_\_\_\_\_

Nominating Chair, \_\_\_\_\_

Director District 4 \_\_\_\_\_

Director District 3 \_\_\_\_\_

Director District 2, \_\_\_\_\_  
Director District 1, \_\_\_\_\_  
Treasurer, \_\_\_\_\_  
Recording Secretary, \_\_\_\_\_  
2<sup>nd</sup> Vice President, \_\_\_\_\_  
1<sup>st</sup> Vice President, \_\_\_\_\_  
President Elect, \_\_\_\_\_  
And your President, \_\_\_\_\_

Thank you for your willingness to serve \_\_\_\_\_ on  
our leadership team this new federation year.

I would like to present each of you with a medallion as you are.

Much like BPW each medallion forms a circle with the focus centered at your heart. As  
you go forward to carry out your duties as the \_\_\_\_\_

---

\_\_\_\_\_ remember  
with or without the actual medallion you still carry with you the weight of its message,  
“To prepare your mind with knowledge, to pamper your heart and let it show, and to  
lead within the BPW circle.”

The gold medallion was selected for \_\_\_\_\_ because it is the  
lifeline between the local and state. It is your duty to disseminate the works of the local  
and state and to foster camaraderie within a shared vision. Your president is calling on  
you to lead creatively and to unite the locals through a shared leadership between all  
the districts in Connecticut so that the BPW circle is unbroken.

The Black Medallion was selected for the \_\_\_\_\_ because it signifies the  
deep wisdom needed to fill the vacant offices with people eager to fulfill the BPW duties  
and responsibilities.

The Green Medallion was selected for the \_\_\_\_\_  
\_\_\_\_\_ because it denotes

understanding needed to advise the President in all matters pertaining to the \_\_\_\_\_(Local).

*The Maroon medallion was selected for the \_\_\_\_\_ because it so closely relates to the presidents color medallion. As \_\_\_\_\_ it is your duty to give of your wisdom and experience at all times, you are the expert in the rules of procedure.*

From Leadership and The One Minute Manager, I quote:

“Leadership is not something you do to people. It’s something you do *with* people.”

As BPW leaders, you are excited about a lot of things. You are excited about BPW.

You are committed to our vision and mission.

BPW leaders know exactly who we are and specifically what we do! The only problem is, sometimes BPW leaders send us mixed signals or, worse yet, no signal at all.

As a result, we, as members, are sometimes confused.

When you share your leadership skills with us, we will understand what you have in mind. When you lead us where we want to go, we will follow and best yet, we’ll be there with you - every step of the way – to re-evaluate and re-group when it doesn’t go quite as expected and to celebrate with you when it goes exactly as planned.

Your challenge this year is to lead with us. Sometimes that will require you to be directive, sometimes supportive, sometimes a combination of both. Whatever – whenever, leadership is more about character than style. Your willingness to serve as a leader of our organization is testament to your character.

Thank you for the contributions you have made and for those you will make in this new year.

Congratulations to each of you. You may be seated

Installation of elected officers.

BPW: a visible leader and vocal advocate for economic equity issues.

That's who we are. That's what we do.

As a visible leader and vocal advocate for economic equity issues, BPW's visible and vocal support of The Fair Pay Act is one example that defines both who we are and what we do.

Installation of Treasurer and Secretary:

Please welcome and show your appreciation to \_\_\_\_\_(name of Local)\_\_\_\_\_Treasurer:  
and Recording Secretary: \_\_\_\_\_

In addition to performing the specific duties as required by our organization, on behalf of the members, I ask:

as Treasurer \_\_\_\_\_, and

and as Recording Secretary \_\_\_\_\_ ...

Will you help eliminate the wage gap?

Will you do your part to help eliminate outdated attitudes and on the job discrimination that so many --too many working women confront every day on the job?

\_\_\_\_\_(Treas), The next time you hear about a woman who, in a job interview, was asked about her family commitments, or you hear a manager say that

men make more because they have families to support, will you be outraged? Well, of course, but: Will you speak up and tell our stories?

And \_\_\_\_\_(sec'y), The next time you hear about a woman who has been ignored or retaliated against because she pursued equal pay through her company's grievance procedures, will you stand up and speak up for tougher penalties for employers who discriminate in their workplaces?

\_\_\_\_\_--and\_\_\_\_\_, We're counting on your voices to be heard with ours. We won't wait 36 years for pay equity. We can't afford to. And, because we'll work with you, we won't have to.

We ask that you lead the way – the way to an equal pay day.

We promise to be there with you and for you, our voices joining yours as together we speak up and speak out for who we are and what we do.

\_\_\_\_\_ the White Medallion was selected for the Treasurer as it symbolizes wisdom. This wisdom will safeguard all funds and use sound business procedures so you may show your financial record of \_\_\_\_\_ BPW to be the very best in history.

The Lite Blue Medallion was chosen for the Recording Secretary as it symbolizes loyalty. The recording secretary is to be loyal and unbiased in her record of all the proceedings of all meetings.

Congratulations \_\_\_\_\_-and\_\_\_\_\_. You may be seated.

Installation of Vice President(s):

Please welcome BPW \_\_\_\_\_ First Vice President  
and \_\_\_\_\_ Second Vice President

Twenty plus years ago, Mrs. Kazuko Toyoda, wife of the former chairman of Toyota Motors, organized the International Family Society. A member organization of the International Voluntary Circle, this organization operates under three founding and fundamental principles that govern every voluntary organization throughout Japan.

Every leader and every member is encouraged and directed to:

Act with ease spiritually;

Act steadily; that is, once started, don't quit and,

Act with pleasure.

Equally important to these three principles is the understanding that each begins and ends with the belief that anyone – everyone - has the potential to become a valuable contributor. The object is to create an atmosphere of cooperation that fosters the optimal contribution each individual can make.

Involving and then cooperating with our members works. It will produce better results.

\_\_\_\_\_ and \_\_\_\_\_--

In addition to the specific organizational duties of your office, on behalf of the members, I ask you to lead in the spirit of cooperation inherent in our Collect and core to our organization's founding and fundamental principles.

Will you include, involve and cooperate with as many members as possible so that the resolutions we agree upon will fit us – all of us – because each of us – every member has the potential to be a valuable contributor and ... individually, each of us, members and leaders alike, are responsible for our organization?

The involvement of our members in our decision-making processes is one way – one sure way – of fostering the autonomy and entrepreneurship that is considered an attribute of an excellent organization.

The yellow Medallion was selected for the 2<sup>nd</sup> vice president because it represents



Harmony. Harmonize your efforts with your president, and work faithfully with her in carrying out the organizations high aims and ideals.

The Blue Medallion was selected for the 1<sup>st</sup> vice president because it symbolizes loyalty. Be loyal to your president, and work faithfully with her in carrying out the organizations high aims and ideals.

We look forward to your leadership and to the respect you will give our ideas and opinions. In turn, we promise you the same.

Congratulations \_\_\_\_\_ and \_\_\_\_\_. You may be seated.

#### Installation of President-Elect

People don't care about intentions. We care about two things. Results and results.

And here is my quick story about the "two 'wells' of intentions":

Well done is better than well said. Enough said.

Please welcome BPW \_\_\_\_\_. President-Elect

\_\_\_\_\_  
So, \_\_\_\_\_ - : What are your intentions as you begin your term as president-elect? Never mind. BPW \_\_\_\_\_ success this year will not depend on your intentions. Rather, it will depend, in large measure, on your results and the results of those for whom you model the belief that "well done is better than well said".

\_\_\_\_\_, as we begin his new year for BPW, on behalf of the members, I ask you to measure yourself and each of us on the basis of results. That's how we will measure you. A year from now, don't wish you would have started today.

We're ready, lead the way.

We are not asking if you intend to re-dedicate yourself to the vision and mission of BPW, we're asking you to do it and, we're asking you to motivate us to do it too.

We don't expect you to intend to lend your support to the president, the officers, and the Board. We're expecting you to just do it and to model behavior that motivates us to do it too. Show us how to ask the tough questions and propose innovative and creative solutions to our challenges. Show us how to appreciate our differences and work together for our common goals. Take risks and help make it safe for us to take some too.

We're ready. We're willing. Lead the way.

Traditionally the president-elect's year is one spent planning. Well, forget that. It's not that we're asking you not to plan, just don't spend the whole year doing it.

Plan, yes. And, along the way, take purposeful and meaningful action.

Ask us... expect us to do it too. We're ready. We will do what you ask. Lead the way.

There will be setbacks. You know it; you'll deal with it.

We'll be there to support you.

You may not succeed at everything. You know it. Stay the course.

We'll be there all along the way.

We may reject some of your ideas, perhaps. But we will not reject you.

We'll be there to support you.

This year will be filled with victories and rewards.

And it won't be because you intended for it to be so.

It will happen because you made it happen.

It will happen because you moved in a strategic, consistent, meaningful, and purposeful way ... because you took action and insisted on positive results.

Well done is better than well said. Enough said?

Lead the way \_\_\_\_\_. We're ready. We're willing. We're with you.

The Red Medallion was selected for the President Elect as it symbolizes courage. Teach us to put into action our better impulses, straightforward and unafraid. Plan your upcoming year with courage, carrying out your organizations high aims and ideals with courage.

Congratulations \_\_\_\_\_. You may be seated.

Installation of President ...

The V flew over us. A beautiful V. An architecturally perfect V.

This group was much lower than the previous one. They came straight in. Wings flashed forward as brakes, while flat webbed feet jutted out and down to touch the water. They were committed. They were landing.

Split seconds before touching, the geese pulled in their wings, dropped with a splash

onto the water and came to an abrupt halt.

“They are incredible!” I exclaimed. I wondered if I had spoken too loudly for just then, in a flash, they were off.

And as they rose up again they all began to honk.

A rock concert couldn't have been louder. More honking than a freeway in rush hour.

What was all that honking about?

It seemed like only seconds had passed. They flew in, touched down in the water and then they were off again. Back in their big V, honking away.

They knew where they were going. They were on course. They had a destination... a purpose!

And what about all that honking ? What was that about? It seemed almost a message.

Was that possible? What message?

Whatever it was, there was no doubt in my mind, it was important.

I continued to watch for as long as I could see them. I observed that from time to time they would change positions - the lead would fall back and the V would seemingly, without effort, form up behind the new leader. And all the time, that honking never stopped.

It was an important message, for sure, yet it didn't seem to be tied to the switching of the leader or to the landing onto the water. It seemed to be neither a warning nor a signal of danger.

What was with all that honking?

Could it be that the signs of winter were here and fairer weather now the goal?

That had to be it. The V was headed to where the sun was warmer and food more plentiful.

They were headed toward their goal.

It would be a long journey. It wouldn't be easy.

And so, they were cheering each other on. That's what all that honking was about.

They were cheering for each other because they not only wanted to reach their goal, they wanted to reach it together!

Now, let me apologize for the license I've taken here with Ken Blanchard and Sheldon Bowles' "Gift of the Goose", from their recent best seller GUNG HO.

GUNG HO ... the inspirational story of Peggy Sinclair who, with the counsel of Native American Andy Longclaw, turned Walton Works from the worse shop of the thirty-two the company owned, into what the Clinton White House recognized as one of the nation's finest workplaces.

As I read "Gift of the Goose", one of three stories in GUNG HO about turning around struggling organizations, I could hear all that honking in my head. More importantly, I could feel the "gift of the goose" in my heart and I believed it to be important to our BPW story.

Flying hundreds of miles in a day and thousand of miles ever year, those geese were cheering each other every mile of the way.

And they were all honking. Not just the leader.

Everyone cheering each other. Cheering each other toward the goal.

What a concept!

And so, what is *our* lesson from the “Gift of the Goose”?

We have an incredible journey ahead of us. We’re headed to a place where it will be better – where working women will join our “V” and the rewards of membership are more plentiful.

And if we want to get where we are going and, if we want to get there together, it’s going to take a lot of encouragement ... and then some more.

The purple medallion was selected for the President as it symbolizes tolerance. Be tolerant and strive to keep your organization warm with light and life. May your tolerance and warmth permeate all of your activities throughout the year.

Now, please join me in expressing our sign of encouragement with a warm welcoming applause for the

President of \_\_\_\_\_ Federation of Business & Professional Women  
\_\_\_\_\_.

As we begin his new year full of challenges and changes, remember one person can only do so much.

But with an organization of people around her who are committed to the same goals, she can inspire them and tap into their inner drive. For our organization, we are those people. Together we will take the path less traveled and together we will make a difference.

We will form that perfect “V” and cheer each other all the way to the goal.

And when we “fly” together as a team, we’ll discover that much of the reward of having accomplished our goals comes from getting there together... being surrounded not just by cheering onlookers but by a crowd of winners, celebrating individually and collectively as one.

Victory is much more meaningful when it comes not just from the efforts of one person but from the joint achievements of many.

The euphoria will be lasting only when all participants lead with their hearts and win, not just for themselves, but for each another. Success is sweetest when it is shared.

\_\_\_\_\_, *as you assume the duties and responsibilities of the office of President, on behalf of the members, I ask:*

Will you:

Care more than others think wise?

Risk more than others think safe?

Dream more than others think practical?

Expect more than others think possible?

*(Ask all elected officers to stand with the president and address all officers:)*

Helen Keller said: “One can never be content to creep when one feels the impulse to soar”.

Officers: Are you ready to fly?

Members: Are you ready to fly?

Then, let’s soar!

By the power invested in me as installing officer, I declare you installed as officers of \_\_\_\_\_ Federation of Business & Professional Women.

## EMBLEM AND INSTALLATION CEREMONY

### WITH ROSES

*CHARACTERS: NARRATOR*

*TORCH and SCROLL*

*WAND and SHIP*

*NIKE*

*HAVE EASEL FOR ASSEMBLY OF EMBLEM*

*AND TABLE FOR HOLDING ROSES AND PAST PRESIDENT'S PIN*

*When President calls for Program, Characters all come forward and face group.*

Narrator: Good evening. We are gathered tonight to install the officers of the \_\_\_\_\_, who were elected at our \_\_\_\_\_ meeting. And I am so pleased to introduce \_\_\_\_\_, our new President, who has graciously and generously consented to come all the way up from the cities to participate in this important ceremony, and to speak to us about the larger meaning of BPW.

In the traditional Emblem Ceremony there were costumes (green and gold robes) and a song which was written by Carrie Jacobs Bond, and sung to the tune of the Old Oaken Bucket.

The song spoke of our pride in the meaning of the six symbols that we will incorporate as we assemble the emblem. The symbols, as most of you know, are the "bright torch of wisdom" the "wand of the herald", the "swift ship of commerce", the "wide open scroll" and Nike, the Goddess of Victory.

Will the new officers please step forward.

*They stand to right of emblem.*

Let Us Begin:

*(Characters place their pieces one at a time as Narrator announces the symbol. Then step to left of easel)*

1. *Narrator reads and Garnet places the Torch on the Emblem.*

2. \_\_\_\_\_ *places Wand as Narrator reads.*



3. \_\_\_\_\_ places Scroll.

4. \_\_\_\_\_ places Ship

5. Nike steps forward and remains standing in center until remarks conclude.

Nike: May all who wear this emblem be worthy of its great symbols. The ancients held me above all things, a spirit shining in perfection. So do I urge you to press ever onward for the advancement of women and for friendship between all peoples.

*Narrator lights candle and gives it to Nike.*

*Characters all step forward to join Nike.*

Nike: As this light shines forth may you pledge yourselves once more to walk with unflinching feet, carrying your light with a steady hand to all the world.

Narrator: ...the Emblem Collect.

All:

Give us a realization of what our emblem stands for,

With its standards before us, may our lives be a little stronger and finer than they were yesterday.

May we weed out a little more of the selfishness and greed that make life petty;

Reveal to us the beauty of the golden circle binding women to high ideals in these United States. And may we not forget the meaning of the emblem: the need of knowledge; our responsibility to the business world; the opportunity to uplift and the ever increasing need to be kind.

Nike extinguishes candle and hands it to Narrator.

Narrator: Will the new Officers please step forward as your names are called.

(THE CEREMONY OF THE ROSES)

\_\_\_\_\_ present roses to officers while Narrator speaks:

\_\_\_\_\_, The office of Treasurer demands a person of absolute integrity, and careful detail. Therefore it is appropriate that you receive this pink rose, for it stands for Appreciation, "Thank you", grace, and admiration. Indeed, a worthy color for you.

\_\_\_\_\_ You have been chosen by your peers to serve as our secretary for the coming year. This office faithfully records the actions of the organization and preserves our records for the future. Therefore we present you with this White rose. The meaning

of the white rose is silence, secrecy, reverence and humility. May you serve in this spirit, securing what is private, revering the responsibilities of your position.

\_\_\_\_\_ you are our new Membership Committee Chair, and yours is the yellow rose. The Membership Committee is perhaps our most important committee, because we cannot continue without a continual revitalization with new members, both to replace those who move away and to grow. And the meaning of the yellow rose is so appropos: Joy, gladness, friendship, delight, and the promise of a new beginning.

\_\_\_\_\_ as the new Vice President for Programs, yours is an essential task as well, for new members will not become old members if our programming seems irrelevant to women's issues. So for you we have chosen the red/gold rose, to include both the qualities of enlightenment and of strength. You have already inspired us with your efforts, may you continue to do so.

\_\_\_\_\_, as President-Elect you have taken on an auspicious responsibility, as you know well. Yours is the pink rose, with its meanings of appreciation, gratitude, and admiration.

\_\_\_\_\_, you are our new President, and from your past achievements, we know you will fulfill your responsibilities faithfully, and so, to you comes the red rose: the symbol of Love, beauty, courage and respect. May your term be graced by energy, good will, cooperation and the spirit of Nike, Goddess of Victory.

## HISTORY INSTALLATION

BPW has an incredible legacy of advocacy. Tonight I want to take a few minutes – as we acknowledge the new officers of the \_\_\_\_\_ BPW – and rediscover our advocacy legacy. Many of our members do not know that BPW was at the forefront of “Women Helping Women”.

Did you know that BPW was established by a grant from the U.S. War Department?? When the United States of America mobilized for World War I in early 1917, the government found that women were organized into religious or cultural and fraternal groups, but not as an overall business and professional group. Therefore, the War Work Council was established by the War Department to further the war effort of women; it was guided principally by executives of the YWCA and financed through an allocation of \$65,000, from the government war funds.

By March 1919 the National Business Women’s Committee was ready to call for a meeting of delegates from the states at a national convention, with the objective of founding a permanent national organization. By the third and final day of the Convention, the National Federation of Business and Professional Women’s Clubs was formed and adopted a constitution. The new Federation came out of its first convention with a solid record of accomplishment. It had:

1. urged the opening of all Civil Service examinations to women as well as to men
2. asked that official rank be given to all nurses who had served in the World War
3. endorsed the principles of both a Federal and a State Employment Service
4. and, recommended that the Federation tabulate all possible information regarding working conditions for women.

With this initial advocacy start, BPW became the voice of workingwomen nationally...so, let’s continue to follow other major accomplishments over the next 85 years...

Will the new Treasurer for \_\_\_\_\_ please come forward...

During the Depression, the Federation helped its members to develop new types of job opportunities and assisted various government advisory commissions in dealing with economic problems. With the advent of World War II, the Federation turned its talents and facilities to national wartime services. It developed a classification system for women in critical specialties. It supported the formation of women's branches in the Armed Forces. It purchased mobile kitchens to send to the British Federation. Its members individually and collectively contributed substantial time, money, and supplies to various wartime causes.

With BPW focused on economic issues during the 1920's and 30's, it is appropriate that we look, \_\_\_\_\_, at the economic functions and well-being of \_\_\_\_\_. Yours is a task that not everyone can do or even wants to do. Upon you falls the responsibility of guarding the funds of this organization. It is not only an office of bookkeeping, but it is your duty to keep the membership informed as to the financial status of the organization at all times, and to see that financial obligations are met.

Do you, \_\_\_\_\_, accept this responsibility as Treasurer of the \_\_\_\_\_ (PAUSE and wait for "YES") Then I present to you this ladder of success. Note that a woman's arm is reaching upward, signifying the upward mobility we hope you achieve in your personal and professional life. However, also note the second arm...reaching back to assist other women. Always remember – BPW is an organization of Women Helping Women!

(\_\_\_\_\_ steps to the side and awaits other officers)

During the 1930s BPW compiled the "Legislation A-B-Cs" to point to the increased interest and activity displayed by the membership in advocacy. After a two-year intense study, the Equal Rights Amendment was elevated from a Resolution to a full plank on the Legislative Platform. Membership endorsement came at the 1937 National Convention in Atlantic City, with BPW being the FIRST women's organization to support the ERA...this just 17 years after working in women's suffrage for the right to vote.

Although the Equal Rights Amendment was first introduced in Congress in 1923, and was then reintroduced in every subsequent Congress, it was not until 1972 that the Equal Rights Amendment was passed and sent to the states for ratification. Within one year 30 of the states had ratified the ERA. However, six years later, only five additional states had ratified. With history repeating itself, the Equal Rights Amendment ratification efforts can be compared with the 19th Amendment, which had similar difficulty in gaining the last few states required to give women the right to vote

Will the new Secretary for \_\_\_\_\_, \_\_\_\_\_, please come forward...

Just as it is important for us to remember – and document – the history and current status of the Equal Rights Amendment ratification, it is equally important to maintain the history of \_\_\_\_\_. Bea, there are two important aspects of your job as Secretary. It is important that you strive to be accurate and concise in recording for posterity the actions taken by the \_\_\_\_\_. These records will be the historic documents of \_\_\_\_\_. You are also responsible to read any correspondence received, and to reply promptly to all correspondence needing an answer, realizing that correspondence reflects the image of the \_\_\_\_\_. Do you, \_\_\_\_\_, accept this responsibility as Secretary of the \_\_\_\_\_? (PAUSE and wait for “YES”)

Then I present to you your ladder of success, as a reminder to you of your duties as Secretary. May you continue to report of the positive up-reaching strides being made by women in \_\_\_\_\_, and remembering to reach back and help other women.

The job of the 2<sup>nd</sup> VP is similar to what we see in the progress BPW made in the 1940's, 50's and 60's...that of expansion of women's rights and coalition building. Will the new 2<sup>nd</sup> Vice President for \_\_\_\_\_, please come forward...

BPW supported the admission of women into the fighting forces in the WACS, WAVES and SPARS, and campaigned strongly for the commissioning of women doctors into the Medical Corps of the U.S. Army.

BPW enjoyed consultative status at the founding meeting of the United Nations in San Francisco. Only five non-governmental organizations received such an invitation from the U.S. Department of State...BPW was 1 of the 5! Today, BPW still enjoys an official Observer status at the UN.

Establishment of Status of Women Commissions in the states was largely due to BPW efforts of meeting with President Kennedy to obtain his endorsement for state commissions.

\_\_\_\_\_, as 2<sup>nd</sup> Vice President, it is your responsibility to expand the membership of \_\_\_\_\_. You can do this by joining forces with other like-minded organizations, such as the League of Women Voters, AAUW, women's chambers, etc. You must be familiar with organization procedures and policies, for you must be ready to speak about BPW at a moments notice. Do you, \_\_\_\_\_, accept this responsibility as 2<sup>nd</sup> Vice President of the \_\_\_\_\_?

(PAUSE and wait for "YES") Then I present to you, your ladder of success, with an arm reaching for the high ideals of BPW and another arm back to the many women who are not members of BPW and who need to be invited to join. May the monthly meetings of \_\_\_\_\_include many new members.

Although the principle of equal pay had been important to BPW from its earliest day, it was not until 1945 that "equal pay for equal work" as a generally accepted employment practice was introduced in Congress, and this legislation continued to be introduced without success for many years. Despite the formation in 1952 of the National Equal Pay Committee, which included BPW and 21 other organizations, and a National Conference on Equal Pay called by the Women's Bureau in 1953, it was not until 1963 that victory came. On June 10, 1963, President Kennedy signed the Equal Pay Act into law and, in

recognition of BPW's leading role in securing passage, handed BPW's President Dr. Minnie Miles the first pen with which he signed the bill.

The job of the 1<sup>st</sup> VP is to be familiar with the issues BPW supports or opposes and plan and coordinate monthly meetings around these issues. Will the new 1<sup>st</sup> Vice President for \_\_\_\_\_, please come forward...

Workplace Equity issues including sexual harassment, the glass ceiling, health care reform, dependent care, tort reform, increasing the minimum wage, lifetime economic security and pay equity continue to be BPW's focus issues. Secretary of Labor, Elizabeth Dole, and First Lady Barbara Bush addressed BPW's members at the White House Briefing during our 1990 Lobby Days event.

Pay equity was a primary issue when BPW was founded in 1919; it remained so in 1989, when women were making 69 cents for every \$1 made by a man. Conceptualized in 1986, BPW's pay equity focus used the "BPW" letters to represent "Better Pay for Women." Carrying a red purse soon became the visible symbol of economic equity for women. Since pollsters had forecast the decisive role of women in the 1988 election, all political camps became interested in capturing the "women's vote." BPW capitalized on the red purse theme, "Vote Your Purse For Real Change" at the polls. National media attention was given to the red purse; BPW members carried the red purse as a visible symbol of economic inequities; speakers everywhere received red purses and totes and lapel pins showing the red purse symbol, including then Democratic Vice Presidential candidate Lloyd Bentsen and Republican Presidential candidate George Bush, both of whom spoke to our Albuquerque convention in July 1988.

Theresa, as 1<sup>st</sup> Vice President, it is your responsibility to serve in any and every capacity requested by the President. You are to coordinate monthly meeting programs around current BPW issues, and seriously consider involving \_\_\_\_\_ in a Get-Out-The-Vote event since this is a mid-term election year. Do you, Theresa, accept this responsibility as 1<sup>st</sup> Vice President of the \_\_\_\_\_? (PAUSE and wait for "YES")

Then I present to you your ladder of success in planning and coordinating interesting monthly programs for the members of \_\_\_\_\_. Remember to reach beyond your comfort level and bring thought-provoking issues to your members.

2003 marked the 75th Anniversary of National Business Women's Week™ (NBWW). In recognition of the vital role of women in business, leaders of BPW/USA rang the closing bell at the New York Stock Exchange on Tuesday, October 21, 2003.

It is believed that this was the first time in the 212-year history of the NYSE, that an all female entourage occupied the podium of the NYSE for the ringing of the closing bell. Congresswoman Carolyn Maloney (D-NY) was instrumental in coordinating this event. She was also in attendance at the “ringing” and noted, “This “first” will be written into the Congressional Record.”

The office of President is the highest honor an organization can bestow upon one of its members and affords an opportunity to mark “firsts” for \_\_\_\_\_. Will the new President for \_\_\_\_\_, please come forward...

\_\_\_\_\_, as President, you must be a combination of many things. You must be gracious, tactful, considerate, enthusiastic, willing to listen as well as to lead, knowledgeable in federation work, interested in the unity and progress of your organization. You will find that this will be the “busiest” job you have ever held...a job that you will have to balance with your own company, \_\_\_\_\_, and as President of \_\_\_\_\_. This position requires you to attend \_\_\_\_\_ District meetings, the \_\_\_\_\_, the BPW \_\_\_\_\_ State Conference in \_\_\_\_\_ in \_\_\_\_\_ and the fall \_\_\_\_\_ Board Meeting. As President of \_\_\_\_\_, you are a voting member of the BPW/\_\_\_\_\_ Board of Directors. Do not take this voting responsibility lightly...you are the voice of \_\_\_\_\_ in all Federation activities. Do you, \_\_\_\_\_, accept this responsibility, as President of \_\_\_\_\_? (PAUSE and wait for “YES”)



Then I give to you this final ladder of success with our signature red purse attached. Plan your year now and plan it well...workingwomen in \_\_\_\_\_ are looking to you for leadership.

#### TO THE MEMBERS AND GUESTS

*Before you stand the \_\_\_\_\_ elected officers of \_\_\_\_\_. They have pledged their services and loyalty to you. You have chosen these representatives to voice your wishes in matters related to the functioning of this organization. While you have entrusted the destiny of your organization to them, never forget that in the last analysis, these officers are only your spokeswomen. Yours is the task of assisting, advising, and of supporting. Unite with them in common service to the Business and Professional Women of the world.*

#### (TO NEWLY INSTALLED OFFICERS)

You have been duly elected to climb the ladder of personal and professional success together in the \_\_\_\_\_ for the coming year. It is my honor to declare you BPW \_\_\_\_\_ officers for \_\_\_\_\_!  
Congratulations!

## Recipe for Success

---

Written by Sandy Furches, Governor-Elect, District Three, May 2000, and submitted by Donna Johnson. Many thanks for sharing this with other clubs.

Insert names of people in places where you see *positions*.

Knowing your collaboration with the culinary arts program and my love of baking, I have prepared this installation just for you. *[Write appropriate opening paragraph for the officers to be installed.]*

We are all familiar with recipes. When following a good recipe it yields a desired and enjoyable product. I would like to share with you a recipe for life, but it applies as well to a successful \_\_\_\_\_ club.

Ingredients:

- 1 cup of good thoughts
- 1 cup of kind deeds
- 1 cup of consideration for others
- 3 cups of forgiveness
- 2 cups of well beaten thoughts

Instructions: Mix these thoroughly and add tears of joy and sorrow as well as sympathy for others. Flavor with little gifts of love and kindly service. Fold in 4 cups of prayer and faith to lighten other ingredients and raise the texture to great heights. After pouring all of this into your daily life, bake well with the heat of human kindness. Serve with a smile.

Would the following leadership team for \_\_\_\_\_ of *insert name of club* please join me at the front and stand in the order which you are called:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Director
- Director
- Director
- Immediate Past President

Consider the following meaning of the letters in the word “recipes” for your leadership team:

R - President *insert name of president*, the “R” stands for responsibility. It is your responsibility to lead the club, prepare written agendas, preside with joy, oversee the proper functioning of club committees, and share pertinent information from district and international with officers and committee chairs as soon as possible. It is further your responsibility to support club officers and committee chairs, know and respect members’ likes/dislikes/qualifications/and abilities, and be a good delegator to empower the \_\_\_\_\_ in your club.

E - Vice President(s) *insert name(s) of vice president(s)*, the “E” stands for enthusiasm. It is important that you be enthusiastic about whatever the president assigns to you. You are her/his right and left arms. Enthusiasm about our \_\_\_\_\_ heritage and fulfilling the dream of Mamie L. Bass is also necessary if you are to keep your club focused on our unique and valued identity as \_\_\_\_\_ns.

C - Secretary *insert name of secretary*, the “C” stands for clear and concise. The permanent records you are creating for your club must be clear and concise so they can be printed and distributed to the membership. Concise minutes will be read and will be a valuable tool for effective communication, planning, and implementation of those plans.

I - Treasurer *insert name of treasurer*, the “I” stands for integrity. The finances of the entire club are in your charge and members must know and trust you for your integrity with their money and the money this community has invested in your club’s service. With integrity you will make timely payments of bills and forward district and international dues immediately for new members so that they will receive mailings and feel a part of \_\_\_\_\_ as soon as possible.

P - Director(s) *insert name(s) of Director(s)*, the “P” stands for participation. It is imperative that you participate positively and proactively in all club functions paving the way for positive and accepting attitudes among all members. Participate in planning sessions and be prepared to assume greater levels of responsibility for the best interest of your club, its members, and your community.

E - Immediate Past President *insert name of immediate past president*, the “E” stands for experience. It is important that you enlighten the rest of the leadership team with your experience and perspective on matters that come before them. All too frequently local \_\_\_\_\_ clubs recreate the wheel, fall in the same traps, and waste valuable time when the presidency transitions from one individual to another. One third of our motto is efficiency, another “E” word. By sharing your experience freely, you can enhance efficiency and club success.

S - Members, the letter “S” is for you and it stands for support. Support your leadership team with your attendance, your willingness to serve, your sensitivity to each other, your contribution of positive ideas, your active listening, your cooperation, and your assistance in every way possible. With an attitude of support for the leadership team you have elected, your club will continue to grow and prosper fulfilling the dream of Mamie L. Bass that we be a “builder of women.”

In the spirit of \_\_\_\_\_, I have used a favorite recipe to prepare an installation gift for each member of your new leadership team. May this little

reward and acknowledgment give each of you a boost of energy to begin your new \_\_\_\_\_ year.

Will the retiring officers and committee chairman of \_\_\_\_\_ BPW please stand. On behalf of the \_\_\_\_\_ BPW and The \_\_\_\_\_ Federation of Business and Professional Women, "Thank You" for a job well done. The fact that \_\_\_\_\_ BPW has made progress this year is largely due to your efforts, working both as individuals and as a group. You have expressed your faith in BPW by deeds, knowing full well that it cannot be expressed in - or by - words alone. You have made BPW more interesting for the members; I'm sure you have learned a lot in the process. Thank You again. You may be seated.

Will the new officers please come forward and stand to my left in the following order...Treasurer, followed by the the corresponding secretary recording, secretary, the second vice president, the first vice president, the president elect and the president.

Joyce Kilmer wrote a poem which so elegantly describes \_\_\_\_\_ (Name of President) \_\_\_\_\_ theme for the year. (Theme) \_\_\_\_\_

I think that I shall never see  
a poem lovely as a tree.  
A tree who may in summer wear  
a nest of robins in her hair.  
Upon whose bosom snow has lain  
who intermittingly lives in rain.  
Poems are made by fools like me,  
But only God can make a tree.

You, the new officers, have been chosen to assume leadership in the \_\_\_\_\_ BPW local organization. In electing you to these offices, the members have indicated their belief that you possess the necessary qualities of loyalty, endeavor, and vision to rise to these responsibilities. The success or failure of your federation depends upon how you bear these responsibilities in the coming year. These responsibilities are like trees for you. Many branches or opportunities can be opened to you and the members of this organization, depending on how wide you spread your branches and how deeply you plant your roots. Use the symbol of the tree to help branch into the future for 1999-2000.

Will the treasurer please come forward. \_\_\_\_\_ As treasurer of \_\_\_\_\_ BPW you are the financial representative of your organization. Into your hands will be entrusted all monetary matters. Through sound business procedures, you must safeguard all funds, dispensing them only at times and in such a manner as your organization instructs. Furthermore, the organization's finances must be replenished through worth-while activities and it is your duty to call attention to the need for funds, thus inspiring members to new efforts. Do you accept this office? -----To you I give the tree of integrity. Congratulations.

\_\_\_\_\_ As corresponding secretary of \_\_\_\_\_ BPW you are the unseen messenger of the organization who, through the written word, becomes the contact person with other organizations as well as the state and national federations. Do you accept this office?-----I give to you the tree of graciousness, for through your prompt and gracious handling of all correspondence, those persons to

whom you write will receive impressions worthy of the high esteem in which \_\_\_\_\_BPW is held. Congratulations.

\_\_\_\_\_As recording secretary of \_\_\_\_\_BPW we rely on you to keep an accurate record of the business, the achievements and the activities of the organization during the coming year. What you write will serve as reference and history for your organization in the future. Do you accept this office?-----  
-I give to you the tree of accuracy. Inscribe not only the routine transactions but also the brighter features of activity for those who follow. This is no small task and must be delegated to one who is dependable at all times.

\_\_\_\_\_as 2nd vice president you are responsible for lighting the path of readiness and to harmonize your efforts with that of your president. Give of your experience. You will need to familiarize yourself with all phases of the state and national federations as you concentrate on membership and lead the organization to growth. Do you accept this office?-----To you I give the tree of wisdom to guide this organization to even greater heights. Congratulations.

\_\_\_\_\_as 1st vice president, it is your duty to work faithfully with your president to give of your knowledge and assistance throughout the year to carry out the high aims and ideals of \_\_\_\_\_BPW. You will perform the duties of the president in her absence; serve as program chair to implement and further projects and activities in the current year and serve in any capacity as assigned by the president. Do you accept this office?-----To you I give tree of cooperation. Cooperate with your president, harmonize your efforts with hers to make this year a memorable and fruitful one for \_\_\_\_\_BPW. Congratulations.

\_\_\_\_\_as president elect of \_\_\_\_\_BPW it is your responsibility to plan, to the best of your ability, for your coming year of leadership. You must harmonize your efforts with your president and get to know the strengths of your members. Your motto should be Plan your work and work your plan. Do you accept this office?-----To you I give the tree of harmony. Harmonize your efforts with your president's to make this year a memorable and fruitful one for \_\_\_\_\_BPW. Congratulations.

\_\_\_\_\_as president of \_\_\_\_\_BPW you have been given the highest honor your organization can bestow on any member. It is your responsibility to understand the aims and objectives of our federation and to help us to interpret these aims and objectives through \_\_\_\_\_BPW. You will be the voice of the organization in national and state activities. You are the representative of business and professional women in community affairs. It will be your interest and devotion to \_\_\_\_\_BPW that will encourage and stimulate the members. To reach the full measure of success this year, your organization will require a great deal of your time, which we know you will give of freely. Do you accept this office?-----I give to you the tree of leadership and urge you throughout your worthy work this year, to strive to keep your organization's character warm and light with life. Congratulations.

Before you stand your elected officers. May they, by their thoughts, words and deeds, demonstrate a concern for the welfare of the working women everywhere, and may their fine leadership bring to this local organization an enviable record of achievement. With pride in the past and faith in the future, I do now declare you duly installed to serve for the \_\_\_\_\_year.

\_\_\_\_\_, immediate past president of \_\_\_\_\_BPW, please come forward. The hearts of the members of \_\_\_\_\_BPW have been with you all year. They have watched you grow personally and professionally and I know they join me in thanking you for your dedicated and outstanding service.

\_\_\_\_\_, we now watch as you pass to your successor the symbols of your illustrious office.

## INSTALLING CEREMONY WITH GEM STONES

### Participants:

Installing Officers, all BPW members present, Elected and appointed offices

### Supplies:

- Small white candle with a simulated Diamond glued on the top (one for each member present) (100)
- Small white candle with a simulated Pearl glued to the top (one for each Regional Officer) (12)
- Small white candle with a simulated Turquoise stone glued to the top (one for each State Committee Chair) (16)
- One White Candle with a simulated Ruby glued on top (Parliamentarian) (1)
- One white candle with a simulated Emerald glued on the top ( Treasurer) (1)
- One white candle with a simulated Coral glued on the top (Secretary) (1)
- One White Candle with a simulated Topaz glued on the top (Vice President) (1)
- One White Candle with a simulated Jade glued on the top (President Elect) (1)
- One White Candle with a simulated Sapphire glued on the top (President) (1)
- Table for officer's candles
- Table for Regional/Committee Candles
- Members candles to be placed at their place at the tables
- Seating area for Executive Committee
- Committee/Regional officers may be seated in the audience and come forward when it is time to light their candle.

### Ceremony

Installing Officer(s): Will the retiring officers, chairperson and Regional Officers please stand. Tonight you have reached the climax in your immediate service to the \_\_\_\_\_. You are to be commended for the manner in which you have fulfilled the duties and obligations and for your strong active and abiding faith in BPW/Iowa and BPW/USA. We thank for you for your service to BPW this past year. You have our sincere appreciation. (The audience should applaud, and perhaps a standing ovation)

Thank you. You may be seated.

Installing Officer(s): It is my pleasure to install the new officers for \_\_\_\_\_ for BPW/\_\_\_\_\_. To you is delegated the responsibility of guiding us toward ever greater achievement through BPW/USA. As individuals, working separately, it would be impossible to shape our social, economic and political order. By working together, we will shape the future of this organization. By working together for a common goal, we not only can solve our own problems, but make a dynamic contribution to the world.

Will the Treasurer please come forward?

As electing you \_\_\_\_\_, as the treasurer, the members have placed their faith in your integrity and responsibility, your attention to detail and accuracy and your



experience in finance. The Emerald has been selected for your stone, as it represents keen insight and accuracy of detail.

(The treasurer lights her designated candle and returns to the sitting area)

Installing Officer(s): Will the Recording Secretary please come forward

In electing you, \_\_\_\_\_, the members have demonstrated their belief that you possess an intellectual integrity, the ability to translate words into meaning, the willingness to write history and the constancy required of this office. The Coral has been selected for your stone, as it represents positive change and the ability to make accurate records.

(The Recording Secretary lights her designated candle and returns to the sitting area)

Installing Officer(s): Will the Vice President please come forward

In electing you, \_\_\_\_\_, the members have demonstrated their belief that you possess the necessary skills and insight to lead the membership to increased heights. The Topaz has been selected for your stone, as it represents the necessity to enact changes for the improvement of one's world.

(The Vice President lights her candle and returns to the sitting area.)

Installing Officer(s): Will the President-Elect please come forward

In electing you, \_\_\_\_\_, the members have demonstrated their belief that you possess the skills and knowledge necessary to lead the Regions toward improved successes. It is also recognized that you have potential qualities to act in the absence of the President. The Jade stone has been selected for you. It represents the power to build bridges to turn dreams into reality.

The President-Elect lights her candle and returns to the sitting area

Installing Officer(s): Will the President please come forward

In electing you, \_\_\_\_\_, the members have placed their trust in you to fulfill the duties of leadership and delegation. May you accept this honor, not as a tribute, but as a challenge to lead this organization upward and onward. The Sapphire stone has been selected for you. It represents the ability to open minds to new possibilities, the hope to carry these forward and the intuition required to accomplish goals.

The President lights her candle and returns to the sitting area.

Installing Officer(s): (to the \_\_\_\_\_ officers), "You, the new officers, have been chosen to assume leadership in the Business and Professional Women's Club of \_\_\_\_\_. The members have delegated to you the responsibilities of guiding them toward the fulfillment of the ultimate objectives of BPW/USA. They have affirmed their

belief that you can and will fulfill the duties of your office. Will each of you fulfill the duties of your office to the best of your ability, so help you God?"

The elected officials respond with "I do".

Installing Officer(s): Will the Parliamentarian please come forward

In appointing you, \_\_\_\_\_, as Parliamentarian, the president has demonstrated her belief that you possess the skills and knowledge of the bylaws and Parliamentary procedure to properly conduct all meetings and business of the organization. The Ruby has been selected for your stone, as it represents the ability to help others reach their goals.

The Parliamentarian lights her candle and returns to the seating area for officers

Installing Officer(s): Will the Committee Chairs please come forward. In appointing you as a state committee chair, the Executive committee places their trust in you that you will fulfill the duties of your appointed committee to the best of your ability. The Turquoise Stone has been selected for you, as it represents the ability to look at the past, live in the present and plan for the future.

The Committee Chairs lights their candles and returns to their seating area.

Installing Officer(s): Will the Regional Officers please come forward. In electing you, the Regional Liaison, and appointing you, the Regional Secretary/Treasurer, the members have placed their faith and trust in you to lead each Region forward. The Pearl has been selected for you. It denotes Wisdom,

The Regional Officers lights their candles and returns to their seating area.

Installing Officer(s): BPW members. You are the foundation of this organization. The Diamond has been selected for you. The Diamond is a symbol of justice, faith, strength, courage and success. It removes negativity and shines brightly, especially when placed together. Please light your candle and repeat Federation Pledge (found in the program folder) (Everyone should light a diamond candle—including the officers and the people just installed)

"I believe in the principles and purposes of the Federation of Business and Professional Women

I will promote the interest of women and cooperate in perpetuating the activities of the Federation

I will do my part to create a better understanding among the women of the world

I will protect our Federation ideals and live up to its standards

In fellowship, friendship, cooperation, I will strive always for a finer, stronger, womanhood

To serve ever to the best of my ability and strengths  
To be true to myself, my fellow members and to my God”

Installing Officer(s): May BPW\_\_\_\_\_ assume fully its rightful place in national leadership and grow in stature and spirit. This concludes the installation ceremony.

# HONOR, COURAGE, COMMITMENT

## Installation

This ceremony is dedicated to \_\_\_\_\_ and \_\_\_\_\_, women who truly exemplified Honor, Courage, and Commitment in all they accomplished.

Tonight we step into the vast unknown of a new year for \_\_\_\_\_ Business and Professional Women's Clubs.

Before we do so, I ask that the current officers please stand and receive the recognition that is justly theirs (please ask the following to stand up to receive applause) President \_\_\_\_\_, President Elect \_\_\_\_\_, First Vice-president \_\_\_\_\_, Second Vice-president \_\_\_\_\_, Secretary \_\_\_\_\_, Treasurer \_\_\_\_\_, Standing Committee Chairs and Members \_\_\_\_\_, Special Committee Chairs and Members. Thank you ladies for your hard work this year.

Much is said about a person's Honor, Courage and Commitment in both their professional and personal lives. Eleanor Roosevelt, First Lady during WWII, United States representative and one of the founders of the United Nations and author of a daily newspaper column called *My Day*, talks about courage this way:

"I gain strength, courage and confidence by every experience in which I must stop and look fear in the face...I say to myself, I've lived through this and can take the next thing that comes along...We must do the things we think we cannot do."

The ceremony I celebrate with you tonight incorporates the attributes of Honor, Courage and Commitment which are vital if we are to grow and thrive in today's ever-changing environment.

Will \_\_\_\_\_, Nominations Chair please come forward?

\_\_\_\_\_, you have been elected by your peers to be the "Eyes and Ears" of the \_\_\_\_\_ Federation. To you has been given the task of finding and promoting worthy candidates for State Offices. The Federation knows that it asks much of you, but has in you one who truly has the Federation's interests always at heart, since you are the bell that rings and brings people to know and hear about us. This brings Honor to you and all who come in contact with you. Annie Dillard, author of *Pilgrim at Tinker Creek* said:

"I had been my whole life a bell and never knew it until at that moment I was lifted and struck."

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of Honor.

Will \_\_\_\_\_, Regional Director one and two please come forward?

\_\_\_\_\_ and \_\_\_\_\_, you have been elected by your peers to the office of Regional Director of the \_\_\_\_\_ Federation. To both of you has been given the task of supporting and promoting the Federation at all local events, visiting each as time permits. Your tasks may seem complex but are in the end straightforward since your task is to be the liaison between local, state and national federations. Always remember that you are the one that can by your words and actions create understanding. Your visits to local chapters, whether invited or not, will show the true Courage that we know you possess. Anne Frank's life, even though short, was filled to the brim and is a beacon for all who follow her. She said:

"Whoever is happy will make others happy to. (s)he who has courage and faith will never perish in misery."

Do you \_\_\_\_\_ and \_\_\_\_\_, accept the responsibilities of your elected positions and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of Courage.

Will \_\_\_\_\_, Treasurer please come forward?

\_\_\_\_\_, you have been elected by your peers to be the "Keeper of the Funds" for \_\_\_\_\_ BPW. To you has been given the task of keeping accurate records of all income and disbursements, notifying the Federation when the need for funds arises and keeping your records in a fashion that brings Honor to you and all who view them.

Carrie Chapmann Catt, one of the people who set and kept the wheel of women's rights in motion said:

"When a just cause reached its floodtide...whatever stands in the way must fall before its overwhelming power (1911)."

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of Honor.

Will \_\_\_\_\_, Secretary please come forward?

\_\_\_\_\_, you are the unseen messenger of the \_\_\_\_\_ Federation. To you comes the task of faithfully recording the minutes of all meetings,

replying to correspondence that is received and other tasks that may come to you during the year, all the while serving with Commitment to the Federation in all ways.

Edith Wharton said that “There are two ways of spreading light—to be the candle or the mirror that reflects it.”

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of Commitment.

Will \_\_\_\_\_, 2<sup>nd</sup> Vice-president please come forward?

\_, your peers have elected you as 2<sup>nd</sup> Vice-president of the \_\_\_\_\_ Federation. To you now is given the task of providing the membership with fresh ideas while always remembering the need of the individual. Your Courage in meeting the needs of existing and new members is what makes you unique among your peers. Leon Blum is quoted as saying:

“Life does not give itself to one who tries to keep all its advantages at once. I have often thought morality may perhaps consist solely in the courage of making a choice.”

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank You.

Please light the candle of Courage.

Will \_\_\_\_\_, 1<sup>st</sup> Vice-president please come forward?

\_, your peers have elected you as 1<sup>st</sup> Vice-president of the \_\_\_\_\_ Federation. To you is now given the task of providing the membership with programs that will not only enlighten them, but also make them want to know more—a sure sign that you have done your job well! Your Courage in meeting the needs of the membership is what makes you unique among your peers. In her song “I Am Woman”, Helen Reddy helped lead the revolution for millions of women to stand up and lead the way for not only themselves, but also the future.

“If I have to I can do anything. I am strong, I am invincible, I am woman.”

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of courage.

Will \_\_\_\_\_, President-elect please come forward?

\_\_\_\_\_, you have been elected to the second highest office our Federation can bestow on a member. It is your duty to now enlighten yourself about the Federation and the duties which will be yours next year. Your Commitment to the \_\_\_\_\_ Federation is not taken lightly. You have shown this in all that you have done and will continue to do. You are the “twin” of the president in all but title, learning from all she will say and do during her term this year. Your Courage now truly shines like the beacon on shore, always there and ever ready to show the true path through storm and tempest.

Susan B. Anthony said, “Cautious, careful people, always casting about to preserve their reputation and social standing, never can bring about a reform. Those who are really in earnest must be willing to be anything or nothing in the world’s estimation.”

And Anne Bradstreet said, “If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome.”

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment to the Federation? (say yes). Thank you.

Please light the candle of Courage.

Will \_\_\_\_\_, President please come forward?

\_\_\_\_\_, you have been given the highest Honor our Federation can bestow on a member, that of President. It is now your duty to continue to familiarize yourself not only with the workings of the \_\_\_\_\_ Federation, but also of the National Federation, being the clear voice of reason for all members, past, present and to come. Your Honor, Courage and Commitment to your duties cannot be challenged, for you have shown through your work that you truly have the Federation’s best interests at heart on all levels. If the road becomes rocky, do not hesitate to speak up, for only in honest discussion can matters be resolved to the benefit of all.

I paraphrase President John F. Kennedy --, “For of those to whom much is given, much is required. And when at some future date the high court of history sits in judgment on each of us, recording whether in our brief span of service we fulfilled our responsibilities to the state, our success or failure, in whatever office we hold, will be measured by the answers to four questions: First, were we truly women of courage...Second, were we truly women of judgment...Third, were we truly women of integrity...Finally, were we truly women of dedication?”

Do you \_\_\_\_\_, accept the responsibilities of your elected position and promise to serve with Honor, Courage and Commitment? (say yes). Thank you.

Please light the candle signifying Honor, Courage and Commitment.

Members of the \_\_\_\_\_ Federation of Business and Professional Women’s Clubs, these are your elected representatives. Always remember that they

serve you, the member, now and all who will follow you. Your election of them to these positions shows that you know they are the best. Remember that they serve at your discretion with Honor, Courage and Commitment.

By the power vested in me by the National Federation of Business and Professional Women's Clubs, Inc., I hereby declare these, your representatives, duly installed as the 200\_\_-200\_\_ State Officers of the \_\_\_\_\_ Federation of Business and Professional Women's Clubs.

May they continue to serve the membership with Honor, Courage and Commitment not only in their term, but well into the future!

Congratulations!



## Installation Ceremony Using Flowers (Roses)

### Introduction

Since time began, progress has been marked by symbols. The figures of our emblem symbolize the progress American women have steadily achieved to reach high goals of opportunity and equality.

In 1919, a group of women met in St. Louis to organize our National Federation of Business and Professional Women's Clubs. Two years later, its members chose our emblem, symbolic of the purpose to which we are dedicated.

First, the Ship of Commerce, which typifies the entrance of women into business, brings opportunity to us all. This messenger of goodwill carries our message of friendship throughout the world, breaking down barriers. The Ship has brought us freedom, financial independence, individuality and recognition of ability. By carefully following her steady progress, we shall learn cooperation, self-reliance, fairness, honesty, and above all we shall obtain economic independence.

### Will the Treasurer Please Step Forward?

(name), as treasurer of (state or local organization name), your fellow members have expressed their confidence in your personal integrity and your ability for detail, accuracy, and promptness. Yours is the responsibility for all records of monies, the payment of financial obligations and sound financial planning. Do you agree to be our Ship of Commerce, to help (organization name) hold its steady course into the future? (Treasurer answers yes!). To you I present this white rose as a symbol of integrity.

Next was the Scroll of Achievement on which are recorded the aims, the faith and the knowledge of womanhood. Faith leads us forward and knowledge gives us power and confidence. The Scroll is only partly unrolled; what appears next upon it depends upon each of us.

### Will the Secretary Please Step Forward?

(name), as secretary of (state or local organization name), you are the messenger of the organization, the bearer of our Scroll. Your fellow members have expressed their confidence in your ability to translate words into meaning. Yours is the responsibility for accurately reporting the activities of this organization and maintaining these records in an orderly and permanent file. You are responsible for creating our

history for future members to read. Will you look with high vision into the future and write in the present story of (organization name)? To you I present this peach rose for thoughts. May the messages you send forth contain inspiration and friendliness.

The Winged Wand of Mercury... Mercury, the symbol of harmony, ushering in a new day of unlimited opportunity and possibility for us all. The Wand of Mercury proclaims a new era of opportunity pointing the way for us all. It guides to the future.

Will the 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents Please Step Forward?

(name), for you as (state or local organization name)'s 1<sup>st</sup> Vice President, and (name), for you as (state or local organization name)'s 2<sup>nd</sup> Vice President, the Winged Wand of Mercury. Your roles in (organization) shall provide a future of opportunity. As the President's aides, you may be called upon in her absence, or upon request, to perform her duties. You are also her advisor. I challenge you to become knowledgeable with the bylaws, policies and workings of (organization). Do you accept the responsibilities of these offices? To you both, the pink rose, a color so close to the red rose of Presidency.

Next, the Nike of Samothrace. Nike stands on the prow of the ship of progress, confident in her power, secure in her strength and ready to face the winds and waves. Nike leads us forward, united in purpose. May we follow her leadership toward opportunity and accomplishment.

Will the President Please Step Forward?

(name), your fellow members have recognized in you the qualities of leadership that demonstrate objective judgment, executive skill in assigning responsibilities, persistence to see that jobs are performed and the ability to cooperate with organizations and to act as your organization's representative in the community. Yours is the responsibility to give your earnest effort to this important office whose function is to interpret the purpose and the program of the federation. Do you accept the responsibilities of this office? To you I present the red rose. This flower is merely a symbol, but one of strength and longevity. May these qualities be yours during your tenure.

The final symbol, the Torch – a flaming torch of leadership, lighting the way to a higher purpose and great opportunity. By its light alone can you read the record and the past, and write the story of the present.

*Will all Committee Chairs Please Step Forward?*

As members of the Board, it is your responsibility to point out or guide the way. Your president will look to you for ideas and assistance. Know why you are doing what you are doing, and help determine the direction your organization will take under the supervision of your president. Do you accept the responsibility of your positions? To you I present these yellow roses to symbolize the golden light of the Torch.

*Closing*

Before you stand your elected officers and committee chairs – Your Board of Directors for the coming year (for local organization). May they, by their thoughts, words and deeds, demonstrate a concern for the welfare of women everywhere and may their fine leadership bring to this local organization during their administration an admirable record of achievement.

I hereby declare your Board of Directors duly installed for (years).

## BPW Installation Ceremony

“Connections” \_\_\_\_\_

Materials needed--Paper chain links in these colors:

Purple: center link (preferably larger than others)

Yellow: chair nominating committee

Blue: treasurer

Green: secretary

White: vice president

Pink: president elect

Red: president

Optional: blank links for members to sign

It is with both pride and humility that I perform your installation ceremony. This evening we are connecting a truly powerful legacy of 85 years to a new set of leaders ready to face new challenges.

Having connected to the 21<sup>st</sup> century, we can see women everywhere touched by change. We can see that for some, the changes have meant greater career opportunity -- many are winning elective officers, others have moved into policy-making positions in business and government.

But, we also see others trapped in dead-end, low paying jobs, or being denied access to adequate job training and education. We see how entire families benefit when men and women are treated equally under the law and in the working world. We see how women are still working towards pay equity, civil rights, and health care.

Yes, we see all that in American women today. But it is not enough just to see, we must also connect to those women, to continue our high goals of opportunity and equality. Tonight we use the symbol of the chain, linking us one to another. This PURPLE LINK represents the high purposes to which we are dedicated. Through it, we can connect the BPW legacy with its future.

Think about what inspired our founders in 1919 to establish this organization. What they saw as “Better Business Women for a Better Business World” is now expressed in our mission “to achieve equity for all women in the workplace through advocacy, education and information.”

Officers, the members of Indiana BPW have delegated to you the solemn responsibility of guiding them toward the fulfillment of our mission. They have demonstrated their belief that you possess the necessary qualities of loyalty, endeavor, and vision to rise to this responsibility. Yours is the task of carrying forward the duties of your offices; of learning the needs and interests of your membership and of your community; and of interpreting our Federation’s policies to meet these needs.

Will the Chair of the Nominating Committee please come forward? \_\_\_\_\_, you have been selected as the Chair of Nominations. Your link in the BPW chain is the YELLOW link, which signifies vision and wisdom. It is your duty to identify and encourage future leaders of this organization to hold elective office. It is also your responsibility to ensure that all rules concerning nominations and campaigning are applied fairly and impartially to all. Do you accept these responsibilities? (pause) Would you please connect your link to the purple link of progress? (pause) Congratulations! Please \_\_\_\_\_ (be seated) \_\_\_\_\_.

Will the TREASURER please come forward? \_\_\_\_\_, yours is the office of treasurer, and yours is the BLUE link signifying loyalty and honesty. In electing you, the members have shown their confidence in your personal integrity and your ability for detail and accuracy. Your skill in coordinating sound financial planning with proper financial recordkeeping methods will be the basis for achievements in this organization. Yours is the responsibility for all records of monies and the payment of financial

obligations. Do you accept this responsibility? (pause) Please connect your link to the chain. (pause) Congratulations! Please (be seated)\_\_\_\_\_.

Will the SECRETARY please come forward? \_\_\_\_\_, yours is the office of secretary, symbolized by the GREEN link of faith and knowledge. As the secretary, the members have recognized in you the ability to keep accurate records of all proceedings of all meetings. They trust you to accept this responsibility and at all times to provide this legal documentation of the proceedings of this group. Do you accept this responsibility? (pause) Then please connect your link to the chain. (pause) Congratulations! Please (be seated)\_\_\_\_\_.

Will the VICE PRESIDENT please come forward? (\_\_\_\_\_), you have been elected to the office of vice president, and you take on the WHITE link symbolic of fidelity and trust. It is your privilege to be placed in a position of leadership now and in the future for the betterment of your organization and the women of Indiana. You are to work closely with all the members and the officers and to share your knowledge and skills. Do you accept this responsibility? (pause) Then please connect your link to build our chain. (pause) Congratulations! Please (be seated) (NAME).

Will the PRESIDENT ELECT please come forward? \_\_\_\_\_, you have been elected to the office of president elect, and your color is PINK, symbolic of harmony and faithfulness. It is your duty to harmonize your efforts with those of the President to ensure a smooth transition from this year to the next. Give of your wisdom and experience at all times, and strive to work faithfully with her in carrying out BPW's high aims and ideals. Your office not only offers an opportunity for service today, but also becomes the training ground of the future. As \_\_\_\_\_ President-Elect, you will not only have responsibilities to your state but also as an observer and future Board



so to write your name and your best wishes for your new leaders so that those links may be joined to the BPW chain.

Before you, stand your officers for \_\_\_\_\_BPW/\_\_\_\_\_. May they, by their thoughts, words and deeds, demonstrate a concern for the welfare of working women everywhere and may their fine leadership bring to BPW/\_\_\_\_\_ during their term an enviable record of achievement.

I declare your new officers duly installed and invite those involved in the exchanging of the pins to do so at this time.



## HAT INSTALLATION

WILL THE RETIRING OFFICERS AND CHAIRS OF BPW/\_\_\_\_\_ PLEASE STAND. ON BEHALF OF THE MEMBERS OF BPW/MD WE SAY "THANK YOU" FOR A JOB WELL DONE. THE FACT THAT BPW/\_\_\_\_\_ HAS MADE PROGRESS THIS YEAR IS LARGELY DUE TO YOUR EFFORTS, WORKING BOTH AS INDIVIDUALS AND AS A GROUP. YOU HAVE EXPRESSED FAITH IN BPW BY DEEDS, KNOWING FULL WELL THAT IT CANNOT BE EXPRESSED IN – OR BY – WORDS ALONE. YOU HAVE MADE BPW MORE INTERESTING FOR THE MEMBERS; AND WE'RE SURE YOU HAVE LEARNED A LOT IN THE PROCESS. THANK YOU AGAIN. YOU MAY BE SEATED.

WILL THE NEW OFFICERS PLEASE COME FORWARD AND TAKE A SEAT TO MY LEFT IN THE FOLLOWING ORDER...TREASURER, FOLLOWED BY RECORDING SECRETARY, VICE PRESIDENT; PRESIDENT ELECT AND THE PRESIDENT.

IN THIS CRAZY WORLD WE LIVE IN, STATUS SYMBOLS HAVE BECOME A WAY OF LIFE. THE CLOTHES YOU WEAR, WHAT KIND OF HAT YOU WEAR – SO IN KEEPING WITH THE CURRENT TRENDS, THE SYMBOL OF YOUR OFFICES WILL BE REPRESENTED BY HATS –

\_\_\_\_\_ (TREASURER) AN ORGANIZATION HAS NO MORE SENSITIVE NERVE CENTER THAN THAT LOCATED IN ITS TREASURY. YOUR WORK IS IMPORTANT BECAUSE UPON IT RESTS THE ORGANIZATIONS PEACE OF MIND. IT IS YOUR DUTY TO EXPEND THE MONIES AS AUTHORIZED; AND TO ADMINISTER FINANCES IN AN HONEST AND BUSINESS LIKE WAY.

THE COST OF MAKING BPW/\_\_\_\_\_ LOOK GOOD MUST BE PAID THROUGH YOU.

I CHARGE YOU TO PERFORM THESE DUTIES FAITHFULLY AND THUS TO JUSTIFY THE MEMBERSHIP WHICH HAS SO HONORED YOU. DO YOU ACCEPT THIS OFFICE? TO YOU WE GIVE BANK TELLERS HAT TO WEAR AS YOU COUNT ALL OF THE FEDERATIONS MONEY.

CONGRATULATIONS!

\_\_\_\_\_ AS SECRETARY WE RELY ON YOU TO KEEP AN ACCURATE RECORD OF THE BUSINESS, THE ACHIEVEMENTS AND THE ACTIVITIES OF THE ORGANIZATION DURING THE COMING YEAR. WHAT YOU WRITE WILL SERVE AS REFERENCE AND HISTORY FOR YOUR ORGANIZATION IN THE FUTURE. BY YOUR SERVICE, THE MEMORY OF THIS ORGANIZATION AND ITS MEMBERS WILL BE KEPT ALIVE FOREVER. THIS IS NO SMALL TASK AND MUST BE DELEGATED TO THE ONE WHO IS FAITHFUL IN ATTENDANCE AND DEPENDABLE AT ALL TIMES. DO YOU ACCEPT THIS OFFICE? TO YOU WE GIVE A FEATHER IN YOUR CAP, BECAUSE THIS INDEED IS A WORKING OFFICE AND YOU WILL NEED THIS PLUME TO RECORD THE MINUTES AT ALL MEETINGS.

CONGRATULATIONS!

\_\_\_\_\_ AS VICE PRESIDENT, IT IS YOUR DUTY TO WORK FAITHFULLY WITH YOUR PRESIDENT TO GIVE OF YOUR KNOWLEDGE AND ASSISTANCE THROUGHOUT THE YEAR TO CARRY OUT THE HIGH AIMS AND IDEALS OF BPW/\_\_\_\_\_. SERVE AS PROGRAM CHAIRMAN TO IMPLEMENT AND FURTHER PROJECTS AND ACTIVITIES IN THE CURRENT YEAR AND SERVE IN ANY CAPACITY AS ASSIGNED BY THE PRESIDENT. DO YOU ACCEPT THIS OFFICE? TO YOU I GIVE A HARD HAT – I AM SURE YOU WILL FIGURE OUT WHY AS THE YEAR UNFOLDS.

CONGRAUTLATIONS!

\_\_\_\_\_ AS PRESIDENT ELECT, YOUR RESPONSIBILITY IS TO PLAN, TO THE BEST OF YOUR ABILITY, FOR YOUR COMING YEAR OF LEADERSHIP. YOU MUST WORK CLOSELY WITH YOUR PRESIDENT AND GET TO KNOW THE STRENGTHS OF YOUR MEMBERS. TO QUOTE PAST NATIONAL PRESIDENT PAT CORNISH, "YOUR MOTTO SHOULD BE – PLAN YOUR WORK AND WORK YOUR PLAN AND YOU WILL ENJOY THE FRUITS OF YOUR EFFORTS." DO YOU ACCEPT THE RESPONSIBILITIES OF THIS OFFICE? TO YOU WE GIVE A BASEBALL CAP -- AS YOU WILL NEED TO PREPARE YOURSELF TO BE THE NEXT AT BAT. CONGRATULATIONS!

\_\_\_\_\_ AS PRESIDENT OF BPW/\_\_\_\_\_, YOU HAVE BEEN GIVEN THE HIGHEST HONOR YOUR ORGANIZATION CAN BESTOW ON ANY MEMBER. IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE AIMS AND OBJECTIVES OF OUR FEDERATION AND TO HELP US TO INTERPRET THESE AIMS AND OBJECTIVES THROUGH BPW/MD. YOU WILL BE THE VOICE OF THE ORGANIZATION IN STATE AND NATIONAL ACTIVITIES. YOU ARE THE REPRESENTATIVE OF BUSINESS AND PROFESSIONAL WOMEN IN COMMUNITY AFFAIRS. IT WILL BE YOUR INTEREST AND DEVOTION TO BPW/\_\_\_\_\_ THAT WILL ENCOURAGE AND STIMULATE THE MEMBERS. TO REACH THE FULL MEASURE OF SUCCESS THIS YEAR, THE OFFICE OF PRESIDENT WILL REQUIRE A GREAT DEAL OF YOUR TIME, WHICH WE KNOW YOU WILL GIVE OF FREELY. STRIVE TO KEEP YOUR ORGANIZATIONS CHARACTER WARM AND LIGHT WITH LIFE. DO YOU ACCEPT THIS OFFICE? AS A TOKEN OF YOUR HONOR WE GIVE THE CLASSIC TOP HAT. YOU WILL BE WEARING SO MANY HATS THEY WILL NEED TO MOLD INTO THIS ONE TO RUN YOUR OFFICE IN GRAND PRESIDENTIAL STYLE.

CONGRATULATIONS!

BEFORE YOU STAND YOUR ELECTED OFFICERS. MAY THEY BY THEIR THOUGHTS, WORDS AND DEEDS DEMONSTRATE A CONCERN FOR THE WELFARE OF WORKING WOMEN EVERYWHERE AND MAY THEIR FINE LEADERSHIP BRING TO BPW/MD AN ENVIABLE RECORD OF ACHIEVEMENT. WITH PRIDE IN THE PAST AND FAITH IN THE FUTURE, WE DO DECLARE YOU DULY INSTALLED TO SERVE FOR THE \_\_\_\_\_ YEAR.

\_\_\_\_\_ (IMMEDIATE PAST PRESIDENT), PLEASE COME FORWARD. YOU MUST HAVE SENSED THAT YOU HAVE HAD THE HEARTS OF THIS FINE ORGANIZATION WITH YOU. WITH DEEPEST APPRECIATION TO YOU FOR YOUR DEDICATED AND OUTSTANDING SERVICE ON OUR BEHALF THIS YEAR AND WITH AFFECTIONATE PERSONAL ESTEEM, WE KNOW WATCH AS YOU PASS TO YOUR SUCCESSOR THE SYMBOLS OF YOUR ILLUSTRIOUS OFFICE.

## Garden Installation Ceremony

To create a great garden, there is much time, effort, love and planning involved.

April (May or June) is the time to concentrate on cleanup, planning, and new starts.

To have a successful garden good top soil, fresh seeds, fertilizer and rain are required.

Lets compare our \_\_\_\_\_ organization to the soil. It is the starting point, from which many wonderful things will flourish. You will make new friends, The \_\_\_\_\_ local will inspire and support you in \_\_\_\_\_.

Seeds are available in all shapes, color and sizes. We \_\_\_\_\_ members are different also. Most of you wouldn't plant only 1 kind of flower or vegetable in your garden. Variety is necessary and desirable. Encourage members to share their talents (pass out seed packages).

(extra paragraph, in case there are additional positions) Plants can grow without fertilizer, but will mature much faster and be more successful with its use. \_\_\_\_\_ offers to us, \_\_\_\_\_ to help our chapters flourish. Many of you will be recognized for your achievements at local, state, and national levels.

Without water, no plant can put down roots and continue to live. A good chapter needs regular attendance of all its members. They are needed to remind us that important goals can be achieved. Like water every member is necessary.

Like a garden a great local organization takes a great gardener. We need officers who care and are willing to be good gardeners. Part of the reward of gardening is trying something new. During the coming year let's give these officers the opportunity to bring fresh ideas to meetings. Support changes and encourage their endeavors.

On behalf of \_\_\_\_\_, I want to extend grateful appreciation to these officers who have completed their term of service. Thank you very much for your time and attention to the betterment of this local during the past 12 months. (Have outgoing officers come forward for recognition and charm)

Lets us each enter into this installation with an appreciation of our own responsibility to bring success to our local during this new \_\_\_\_\_ year. I will now present to officers for the coming year.

Will \_\_\_\_\_ and \_\_\_\_\_ please come forward? For you, as \_\_\_\_\_, I have a SCALE. Balance the complaints you hear with positive suggestions. May you work wisely, showing good judgment and exercising the sensitivity necessary in your job.

Will \_\_\_\_\_ please come forward? For you, as treasurer, I give you a GARDEN FORK. May your treasury be as full of greens as the garden you tend, for you have to fork over some money frequently.

Will \_\_\_\_\_ please come forward? For you, as secretary, I have a TROWEL. May you record all chapter business accurately and be constant in keeping notes and minutes so that your chapter history will always be available to be remembered. If paper work is done in a timely fashion, you won't need this trowel to dig through it.

Will \_\_\_\_\_ please come forward? For you, as vice president have a SPADE. As vice president you will be available all year to dig in to help your president and will share the successful year of this local.

Will \_\_\_\_\_ please come forward? For you as president I have GLOVES. With the variety of personalities of your members, you may be required to handle situations with a kid glove touch, but don't be afraid to take off the gloves to protect your local.

## INSTALLATION SERVICE USING SPICES AND HERB

### INSTALLING OFFICER:

Exotic spices have played a part in civilization for over 5,000 years. Spices have been used for not only adding flavor to food, but also for providing vital medicines and beauty aids. Historically, spices have been a valuable asset, resulting in battles between pirates and traders for the ownership of a prize as rare as gold. Many spices originated in countries such as China, Indonesia, India and Egypt. The Middle Eastern traders would attempt to conceal their routes to avoid pirates whose aim was to steal the valuable spices. As a result, the Arabs soon became the leaders in the spice trade.

The Arab hold on the spice trade was soon to ease with the rise of the Roman Empire, whose love of food and the fine things in life spread into Northern Europe and continued to grow until the fall of the Roman Empire. The fall of this once innovative nation, left Europe in a void and a period of stagnancy followed. As the vacuum continued, the spice trade in the East expanded with the rise of the prophet Mohammed and the progression of the Muslim faith. The Christian Crusades of 1000 AD again resurrected the appreciation of spices, and trading posts moved into Central Europe with ships traveling from Arab countries with cargoes of spices. Marco Polo, in the thirteenth century, documented the riches, which were available through the trade of exotic spices, therefore encouraging the trade in these goods.

The first European country to open up a trading agreement with India was Portugal, and soon Lisbon became the spice capital of the West. Christopher Columbus discovered the New World and with it spices such as chili, allspice and vanilla.

This discovery enhanced spices as a major contributor to a world economy. In 1600, the British East India Company was formed. Sir Francis Drake and his circumnavigation of the globe opened up a new approach to the spice trade as countries decided to grow their own spices. This started a spice war between British and Dutch traders who had taken over the Portuguese stronghold on the trade. The outcome was that the British had taken over India and Ceylon and the Dutch were left with Java and Sumatra. However, at this point spices were now in plentiful supply, prices became more reasonable and spices more accessible than ever before.

At the close of the eighteenth century, the Americans entered the spice trade. The trade in pepper, created the first millionaires in skippers of the pepper ships. The voyages took on average of 2-3 years and therefore the price of pepper soared. As more efficient transport has widened, the scope of world trade spices are an accessible aspect of contemporary cuisine. India is now the principle supplier for kitchens around the world. Truly, the search for spices changed the face of history.

It is has been said that variety is the spice of life. The dictionary defines spices as pungent substances used as seasonings. If we think about if for a moment, that's the way it is with our organization...a variety of - sometimes pungent - personalities and talents, spicing up an organization so that its aims and achievements are pleasing to all members.

And to further indicate that variety and spices go hand-in-hand, the theme of this installation will be spices...with a few herbs thrown in for extra flavor...and with a bit of folklore.

(Installing officer uses small, decorated basket, paper bag or cardboard box, from which she takes each spice as it is needed and presents it to each officer as she talks about the spice and how it represents each office.)

NOMINATING CHAIR: (coriander) One of the first spices know to woman is coriander, an herb, bearing aromatic seedlike fruit used as a flavoring. The meaning of coriander is "hidden worth" and that is true when it comes to the Nominating Chair. \_\_\_\_\_, as Nominating Chair your responsibilities are great. They include reviewing the candidate data sheets received by the deadline; determining whether the forms are complete and the candidates meet the qualifications for the office desired; and, presenting the data for official candidates at the Spring Board Meeting, and at Convention. Do you \_\_\_\_\_ accept this "hidden worth" responsibility of Nominating Chair?



I present you with this coriander to carry with you as you seek new officers for next year.

CORRESPONDING SECRETARY: (cloves) We take from our spice shelf, one that is famous for its spicy fragrance...the clove, which means “dignity”, a qualification for your job as Corresponding Secretary. Cloves are the dried flower bud of a tropical tree...the buds are imported from two romantic sounding, faraway places...Madagascar and Zanzibar. Your chief responsibility will be to read correspondence at Fall and Spring Board meetings and at State Convention at the request of the State President; and, to reply promptly to all correspondence needing an answer, realizing that correspondence reflects the image – and spicy fragrance - of the State Federation.

Do you \_\_\_\_\_ accept this responsibility as Corresponding Secretary of the Maine Federation of Business & Professional Women? May this spice, the clove, serve as a reminder of the degree of excellence and dignified manner which is required of you in corresponding with members and those outside the state federation.

PARLIAMENTARIAN: (sage) There is an herb that goes particularly well with Thanksgiving turkey...sage. And although sage is a popular herb in America, it is actually imported from Yugoslavia. Sage has traditionally been associated with long life. An old English rhyme goes “Eat sage in May and you’ll live for Aye” (forever). To you, \_\_\_\_\_ goes this bit of sage because its meaning is “esteem – “wisdom” - and “prudence”. As Parliamentarian, it is your responsibility to provide advice to the presiding officer and when requested, to any member, about procedures and conducting meetings. And, also, to clarify for the presiding officer and members any motion or item of business that may need interpretation. By applying pertinent procedure, you will ensure full and equal participation from all, certainly a job which demands wisdom and prudence. Do you \_\_\_\_\_ accept this responsibility as Parliamentarian of the \_\_\_\_\_ Federation of Business and Professional Women? I leave you with this bit of sage advice...develop an understanding of the work of the

National, State and Local Federation so that you can answer questions when requested.

TREASURER: (ginger) If ever a job needed ginger, it is that of the organization's Treasurer! Yours is a task that not everyone can do or even wants to do. Upon you falls the responsibility of guarding the funds of this organization. It is not only an office of bookkeeping, but it is your duty to keep the membership informed as to the financial status of the federation at all times, and to see that financial obligations are met.

Do you \_\_\_\_\_ accept this responsibility as Treasurer of the \_\_\_\_\_ Federation of Business and Professional Women? I hope that the joys of your job are as numerous as the grains of ginger in this little package.

RECORDING SECRETARY: (rosemary) In our spice cabinet is a spice that sounds like a girl's name...rosemary. It has a refreshing, tea-like fragrance, and is described in legend as the symbol of fidelity, which of course, means "accuracy" and "exactness". These are two important aspects of your job as Recording Secretary. It is important that you strive to be accurate and concise in recording for posterity the actions taken by the \_\_\_\_\_ Federation. Rosemary is also an additional symbol of remembrance. Do you \_\_\_\_\_ accept this responsibility as Recording Secretary of the \_\_\_\_\_ Federation Business and Professional Women? May this bit of rosemary serve as a memento to help you record not what was said, but what was done.

VICE-PRESIDENT: (parsley) In our installation spice rack, we also find parsley rich in vitamins and minerals. And you, \_\_\_\_\_, will need plenty of both to help make your choice of membership programs for the coming federation year. As Vice President, it is your responsibility to serve as membership chair. Parsley has always been prized for its look and was used by the ancients in their crowning wreaths. Parsley means festivity...so choosing a variety of different membership program ideas can create a festival of fun and interest among the members. You must be alert to organization procedures and policies, for you must be ready to preside if the president is absent. Do you \_\_\_\_\_ accept this responsibility as Vice President of

the \_\_\_\_\_ Federation of Business and Professional Women, with the hope that your educational membership programs will garnish new members this federation year.

PRESIDENT-ELECT: (thyme) On another shelf of our spice cabinet we find thyme...spelled differently from the way we spell the 24-hour variety. Thyme is a common garden herb, slightly pungent, and one of the most popular in America, although it is grown mainly in France and Spain. The meaning of thyme is "activity" and "courage". As President-elect, you will need the courage to present new ways and means of ideas to this federation; ideas you believe might benefit the grassroots members. You are also the understudy to the President, are responsible to act as the representative of the President when requested and to serve as Issues Management Chair. Do you, \_\_\_\_\_ accept this responsibility as President-elect of the \_\_\_\_\_ Federation of Business and Professional Women? I offer you the spicy herb of activity and courage, thyme, known as a symbol of strength and bravery. Thyme was once strewn on floors so as people traveled on it; the fragrance would permeate the room.

PRESIDENT: (allspice) On the top shelf of our spice rack...in the spot that demands the highest reach is allspice. Appropriately named, allspice is a mildly sharp spice made from the brown berry of the tropical allspice tree and is similar in flavor to a combination of clove, cinnamon, and nutmeg. \_\_\_\_\_ as President, you too, must be a combination of many things. You must be gracious, tactful, considerate, enthusiastic, willing to listen as well as to lead, knowledgeable in federation work, interested in the unity and progress of your organization.

The meaning of allspice is "compassion". This must be one of your qualities, too. The office of President is the highest honor an organization can bestow upon one of its members. Do you \_\_\_\_\_ accept this responsibility, as President of the \_\_\_\_\_ Federation of Business and Professional Women? I wish that just as the allspice blends several flavors into one, you will combine your talents with those of the members, for a most successful administration.

(TO NEWLY INSTALLED OFFICERS)

You have been duly elected to put spice in the life of Maine Federation for the coming year.

#### TO THE MEMBERS AND GUESTS

Before you stand the \_\_\_\_\_ elected officers of \_\_\_\_\_ Federation of Business and Professional Women's Clubs, Inc.. They have pledged their services and loyalty to you. You have chosen these representatives to voice your wishes in matters related to the functioning of this organization. While you have entrusted the destiny of your organization to them, never forget that in the last analysis, these officers are only your spokeswomen. Yours is the task of assisting, advising, and of supporting. Unite with them in common service to the Business and Professional Women of the world.



*Installation of the Local Officers  
This installation ceremony is based on the 2005–2006  
BPW/USA Strategic Plan written for 2005-06 National  
President Roslyn A. Ridgeway. It has been modified to  
include historical women with a very fun side - a Wonder  
Woman twist.*

*(Year) (Name of Local) BPW Executive Committee:*

*President (Name)  
Vice President (Name)  
Secretary (Name)  
Treasurer (Name)*



Business and  
Professional  
Women / USA

**BUILDING  
POWERFUL  
WOMEN**

PROFESSIONALLY • POLITICALLY • PERSONALLY


*What does BPW mean to you?*


What does BPW mean to you? I suspect many words and images come to mind.

Working-women ... women helping women ... workplace equity issues ... pay equity ... work-life balance ... friendships ... meetings .... mentors ... leadership ... dedication ... legacy ... opportunity ... commitment.

Perhaps you think of special BPW signature events and the *Strategic Initiatives*:

### Politically


 Equal Pay Day, --*Access to Capital and Business markets*


 Policy & Action Conference, --*Advocacy and Interactions with Congressional representatives regarding Equal Rights, Equal Pay and Civic Rights*


 National Business Women's Week, --*Spotlighting Social Security and Health Issues*


 BPW/PAC --*Red Purse Society Advocacy*

### Professionally

 Career Advancement Scholarships, *and Chartering student organizations at colleges and universities.*


 Virginia Allan National Young Careerist Program, *with enhanced visibility and mentoring opportunities.*


 Individual Development Program, *with expanded marketing and program delivery systems.*

 State and National Conferences and Interim Board *with expanded professional development activities*

 Women Mean Business Awards.

## Personally

 Working Family Values, *highlighting new support activities for Health Education, Personal Development and Mentoring Opportunities*

 WOMENomics, *or Access to Capital and Business markets*

 New Branding for Leadership and Personal Development Programs

BPW is a multi-faceted organization that can mean different things to different people, but at its core, BPW is its mission - to achieve equity for all women in the workplace through advocacy, education and information. All the new BPW branding, BPW signature events and Strategic Plan activities are anchored in the mission. Tonight as we celebrate the closing of one Federation year and launch a new one, as we celebrate our heritage and our future, we reaffirm our focus on the mission.

The best of the future is before us. We eagerly anticipate our future, but it's not yet here. We must create our future by living in the present and giving our best efforts every day. Tonight, the promise of BPW's legacy is in our hands. Tonight we celebrate our heritage, our future and the BPW Strategic initiatives that will move us forward.

The Officers you have elected will lead us into the future through their best efforts. But leaders are powerless ... without partners and participants. They can achieve little without the rest of us. So while we celebrate the transition into a new federation year and honor the new state leadership, tonight also provides an opportunity to affirm our support and commit our own best efforts.

*Members—It is all about YOU!!*

MEMBERS, you represent all the members throughout the state, in every congressional district in this nation. Individually each of us is like a single stick ... easily broken. But united in a bundle, we have strength beyond our numbers. Our strength, as an organization, comes from the commitment of each member to accept and to use his/her power judiciously to grow, professionally, politically, and personally

MEMBERS, will you do what you can to support these leaders and commit your best efforts to achieve BPW's mission? If so, please say, "YES!"

(Audience responds: "YES")

Thank you.

Past Local Presidents –It is all about YOU!!

*We honor you--the women who have broken down barriers to make our path easier by reaffirming our commitment to do our best. You have been the leaders of an organization that adds value to our lives and empowers us to make a difference. However, Past Presidents, sharing your experiences through mentoring and networking is invaluable to the organization and the members. If you affirm your commitment to “do the something that you can” to mentor, to encourage, and to support the members and officers, please say: I DO!!*

(PAST LOCAL PRESIDENTS respond: “I DO”)

Thank you, Past Presidents. Your involvement will increase the value to Greater Wichita BPW members and attract non-members.

*Special and Standing Committee Members—It is all about YOU!!*

COMMITTEE MEMBERS, you represent the various components of our organization. If the members are the foundation, you are the cornerstone of BPW. BPW is one organization, and each of you have been selected to lead and coach for specific results in BPW’s Strategic Plan.

*Given the talent and commitment of each of you here, we can expect great things in our future. With this energy, as Susan B. Anthony said, “Failure is impossible”. Committee members, if you affirm your commitment to demonstrate initiative and leadership to “do the something that you have been selected and can do”, please say: I DO!!*

(SPECIAL AND STANDING COMMITTEE CHAIRS respond: “I DO”)

*Thank you, we look forward to celebrating your accomplishments throughout this year.*



*Fellow BPW members, it is such a pleasure to be here to install (NAME OF LOCAL) BPW officers. Tonight, as we mark the transition to the future Federation year, we are on the brink of a whole new future, with a common commitment-- Building Powerful Women... Professionally, Politically, Personally...*

The Common Commitments in the Strategic Plan are:

Membership Growth

Professional Development

Political Impact

Financial Stability

Public Image

*Membership is the lifeblood of BPW. The new officers are committed to engage all of the BPW members achieving our mission. This requires a clear and consistent understanding of what our goals are as an organization, so that we can all pull together in the same direction. Our Strategic Plan is our road map.*

*Tonight we will highlight the BPW's strategic initiatives your officers will lead.*

*BPW is an ideal forum for a Leadership Institute that emphasizes Personal, Leadership, and Professional Development. It is with increasing importance that women actively participate in advocacy and leadership roles and decision- or policy-making positions at every level of our society. Leadership opportunities are available at national, state, and local levels. As we develop leaders of our organizations, we also are preparing leaders and public servants in our community and corporate America. BPW members have political clout. Through our contributions to the BPW Political Action Committee, we can support the candidates who support our legislative agenda.*

*I know (NAME OF LOCAL) BPW will be an advocate for economic equity issues and a formidable force within business, government and not just the women's communities, but also the community-at-large.*

*Our role this year is one of recruiter and encourager. We ensure Succession in the Organization. We are charged with recruiting members with leadership qualities to assume responsibilities to lead people and change at the local, state, and national level. Encourage members to participate in leadership and professional development and to embrace BPW and Community leadership opportunities. Be a mentor to members who seek appointed and elected positions and encourage them to take what they have learned in BPW and serve on local, state, and national boards and commissions in policy-making position.*

I have some thoughts on powerful women.

As women, we wear many hats – workingwomen heroically juggling our careers, homes, kids and grasping for any free time we can get to wind down from our lives as super women. As BPW/USA moves forward with a new brand of Building Powerful Women, I see in all of us the potential to not only empower other workingwomen to be powerful women, but to truly become powerful women.

We already know a few famous powerful women, many who got their start right here. There are even a few sitting in the room with us right now, and a few more whom we need to invite to join BPW. Don't forgot the women who were powerful by simply standing up for what they believed in, like Rosa Parks and Lucy Burns and Alice Paul.

In these years leading to the Olympics, there are a number of female athletes showing the world their strength, grace and teamwork. How can we forget the last Olympics where the winning women's soccer team waived their team shirts in the air, and the world had to be reminded that "it is not about the bra." There are also the many policewomen, firewomen, and women soldiers fighting for freedom for all.

Looking out the window, how can we forget Mother Nature who reminds us always to be prepared. And then there's Lady Liberty, standing in the New York harbor lighting the way to hope, freedom and a better future.

Now, I've got to tell you I'm a little disappointed in the number of superheroes who are women, but those few we know have some amazing powers. I've got young kids, and my daughter is a mini-me, so I'm excited to be able to watch a few new female super heroines on the TV these days.

Maybe you've heard about the Incredibles (a Disney creation). Helen Parr comes to life to save her husband, family and the free world as Elastigirl with her ability to stretch to rein in her kids and she's not afraid to go the long stretch to make it happen. In an interview she asks: "Girls. Come on. Leave the saving of the world to the men? I don't think so!" (Wasn't it Eleanor Roosevelt who also said "It's up to the women.") Another Disney heroine is Kim Possible, a teenage cheerleader with the energy to empower others believing anything is possible (didn't Susan B. Anthony say "Failure is Impossible" when talking about our fight for equality?)

But the most famous powerful woman that we all remember was Wonder Woman, who wasn't really a superheroine, but an emissary of peace from a mythological land. She was a babe in the woods, completely without guile. Wonder Woman became a rich character with a fully fleshed-out internal existence as well as her star spangled appearance. Princess Diana dealt with war, injustice, inequality, death, and of course the Olympian Gods, and disguised herself as Diana Prince, an assistant to the handsome, trouble-prone Major Steve Trevor. Possessing Magical Powers, Wonder Woman champions good, fighting for truth and justice, and protects the world from harm.

Those are just a few of the fictitious and real powerful women who have paved the way for us. And today we recognize and celebrate the powerful women of today who will pave the way for us in BPW.

(Treasurer Installation)

Would the Treasurer, (NAME), please come forward?

*BPW is committed to stabilizing our current financial position and increasing our revenue sources. BPW uses technology to further its goals, manage its resources, and expand its communication. Financial stability is critical in us personally and organizationally. WOMENomics programs will be enhanced or expanded to encompass Social Security and Equal Pay issues that will impact our financial well being now and in the future. We will explore alternative sources for generating retirement revenue. We will continue to be good stewards of our incomes and plan and monitor our investments wisely. And so it will be with our organization. We will monitor our established financial plan and benchmarks, while executing self-supporting activities, and generating revenue from non-dues source, such as our affinity programs.*

*(NAME), as you serve as Treasurer, you will be entrusted all monetary matters. You protect the Resources of the Organization. Through sound business procedures (and technology) you can present financial reports that are clear, simple, and direct. Just as our founders had funds left over from the original War Department grant, may you be able to show strong financial records this year.*

*(NAME), do you accept the responsibilities of Treasurer and promise to give your best as you lead by Building Powerful Women..... Professionally, Politically, Personally..... with the highest commitment to financial stability, professionalism and excellence and to support your President this year?*

*(Treasurer responds: "I DO")*

*(Open bag for personal presentation of WonderWoman's boots – put them on her – and a red purse. If you can pre-fill the red purse with loose change donations from members, this will begin their new state fundraising.)*

*(NAME), as Treasurer, you need to make sure we are standing on solid ground, and what better way to look good while doing just that than with Wonder Woman's boots, and of course, as every woman knows, it's always important to match your purse*

with your shoes. Carry your red purse to remind everyone that without workplace equity, our purses will always be in the red. Carry it also to support the Red Purse Society.

*Congratulations!*

(Secretary Installation)

*Would the Recording Secretary, (NAME), please come forward?*

BPW has a broad membership base that includes the socio-economic, occupational, age and cultural diversity of the workplace. BPW will foster communications among its members, the media, and the public-at-large to build relationships and strengthen partnerships to achieving the organization's mission and vision. The message is: *communicate, communicate, and communicate!* We have launched new enhanced tools, such as the BPW logo on all your communications, our e-Membership newsletter, and other resources via e-mail. For your benefit in communicating --- please use them! We will continue to be inclusive --- not just looking for members among women whom we already know, or who are just like us, in age or ethnicity or even outlook --- but also recruiting broadly. We are committed to diversifying our membership, and to the other imperatives outlined in our Strategic Plan. It also means adjusting to different kinds of participation for different folks, needs and maximizing the Member At Large and Corporate categories. We must present different membership alternatives for different women's needs.

*We will continue to reach out and be proactive about retention and recruitment of members. We will continue to showcase the value that membership has brought to your life, share it with others. I know you will support --- each of us as committed members of this wonderful organization for women --- to personally make a commitment to bringing in new members, and retaining those we have.*

(NAME), you have been elected Secretary for the coming year. As Secretary, you are the communicator on behalf of the Local Organization and the President. You continue the Legacy of the Organization. Through your efforts, the goals and strivings

and accomplishments of this federation will be preserved as guidelines for future generations of members.

*(NAME), do you promise to carry out the duties and responsibilities of Secretary and to give your best to lead by...Building Powerful Women.... Professionally, Politically, Personally....*

*(Recording Secretary responds: "I DO")*

*(Open bag for personal presentation of a 4-ft gold ribbon and 4-ft of gold rope)*

*(NAME), as Recording Secretary, you need to lasso in the truth of what happens in the meetings. I present to you here Wonder Woman's lasso of truth. This golden sash represents her belt to which it was attached. Wonder Woman would lose her powers if her belt was taken off. Let this golden sash also remind you of the golden sashes worn by women during the suffrage movement. We will be celebrating the women's right to vote this summer, but remember that the Declaration of Sentiments was penned in 1848, and over 150 years later, we still need to work towards an Equal Rights Amendment. Remember also that the Secretary can stop a meeting to guaranty the accuracy of the minutes, so use this whip judiciously.*

*Congratulations!*

*(Vice President Installation)*

*Would the Vice President (NAME) please come forward?*

BPW has some powerful tools for women. The *Young Careerist* program and our *Individual Development* program are excellent opportunities to build confidence and performance skills that help women advance in their professional, political, and personal, goals. Here in a safe environment participants learn to "put into action, their better impulses; straight-forward and unafraid." These workshops can provide an experience that bonds participants to BPW and each other forever, and brings home the value of membership in a very direct way.

Through our annual *National Business Women's Week* events, we will continue to recognize, celebrate, and honor women's achievements in your community and those who support us.

Another strategic goal relates to Public Image by building relationships with its all categories of members and strengthening external partnerships with other organizations, elected officials, and corporations.

BPW will promote its message to *Build Powerful Women....Professionally, Politically, Personally* to increase visibility, membership and revenue opportunities. While at the national level, BPW's message has been recognized for its importance to a large segment of the US population—working women. This Public Image will increase as we expand leadership resources, improve communications of the BPW/USA message and take advantage of many opportunities to speak throughout the community and nation to deliver the BPW/USA message. In addition to providing a member benefit discount for our members, these partnerships have brought scholarship support, corporate affiliate members, and other dividends to BPW.

*(NAME), you will be serving BPW this year as the Vice President. "It is all about YOU!!" ensuring that BPW's membership effectively accomplishes our mission, vision, and strategic initiatives. You exemplify Emerging Leadership for and within the Organization. You are a vital link with the President, assisting wherever needed. Be evangelistic, because we know BPW can make a substantial, positive difference in the life of every working woman. It's All about YOU!!" to ensure BPW remain a catalyst for empowering its members to fulfill their professional, political, and personal potential.*

*You personify Experienced Leadership for and within the Organization. See to it that the promise and integrity of BPW programs and activities are never compromised, but held to the highest standard of excellence and effectiveness.*

*(NAME), do you accept the responsibilities of the Vice President and pledge to give your best?*

*(Vice President responds: "I DO")*

*(Open bag for personal presentation of WonderWoman's wrist band – put them on her.)*

*(NAME), as Vice President, you need to remember our past and have vision for our future. While you are in training, you will also help deflect “challenges” to make sure there will be advances out of our constraints from inequality. I present to you Wonder Woman's wrist bands. These bullet proof bracelets were formed of was called 'Feminum', the comic books called it 'Amazonium'. All amazons wore bracelets because that was to remind them of their slavery at the hands of Hercules and his army. Let these remind you of our slavery to inequality and give you strength to fight for the ERA and Fair Pay.*

And *(NAME)*, let me also tell you that as Vice President, you are going to need all of the support you can get. This is where I have to say “it's ALL about the bra.”

*(Open bag for personal presentation of WonderWoman's breast logo on a red halter top or on a BPW lanyard – put it on her)*

It is also your role to keep a clear eye to emerging opportunities for BPW and then capture them to aid the president now and for your future presidency and for all of the members of this local BPW to truly be the leading advocate for working women.

*Congratulations!*

(President Installation)

*It is with great pleasure that I request (NAME), President of (NAME OF LOCAL) BPW to please come forward.*

Our national leaders engaged in a strategic planning process, to establish our vision, focus our mission, identify our goals and prioritize our programs.

*Building Powerful Women... Professionally, Politically, Personally... was accepted as our Vision for the future, as embodied in a Strategic Plan. What we have outlined tonight was shared to permeate everything we do and encouraged all of us to*



take the same approach at local and district levels, building on the strategic plan as a foundation to guide our programs.

*BPW needs to let our light shine: no best-kept secret, no closed-door “club”, but a vital, dynamic, inclusive, powerful organization that accomplishes great things for women --- personally and professionally, individually and collectively. However, what we do is Not For Ourselves Alone. For what affects women, affects our society.*

*(NAME), these officers here with you represent the beauty and power of teamwork, collaboration, and One Vision! Building Powerful Women, Professionally, Politically, Personally. That is the spirit that has also imbued our organization throughout our history: we are engaged in this mission not for ourselves alone, but for the thousands of working women whose lives will benefit from our collective work. We are working to build a world of justice and opportunity --- for our daughters and our sons as well --- that will no longer limit people’s dreams by their gender or other stereotypes that have deprived us as a society from the benefits of everyone’s full potential.*

*(NAME), you are about to assume the duties of President of (NAME OF LOCAL) BPW. It will be your responsibility to lead workingwomen to the achievement of our mission—our vision—our strategic plan.*

*As President, you have been given the highest honor your Local Organization can bestow. With the highest honor goes also the weight of responsibility. Carry it gracefully, yet with strength. Let your love of BPW and your strength of conviction permeates all your activities.*

*With these officers and the full support of the entire Local Organization, you will lead \_\_\_\_\_ and Build Powerful Women . . . Professionally, Politically, Personally . .*

*(NAME), do you accept the responsibilities of President and pledge to give your best leading to Build Powerful Women... Professionally, Politically, Personally... and with the highest commitment to professionalism and excellence?*

*(President responds: "I DO")*

*Remember, Madam President—"It is all about YOU!!"*

*(Open bag for personal presentation of WonderWoman's cape and headband crown and baby "keys" teething-ring)*

(NAME), I present to you Wonder Woman's crown and cape, to lead us fighting for truth, justice and equality, as you move forward to protect the world from harm. BPW is the new women's movement. It's about inclusion and equity. It's about sharing power equally, leading side by side with all mankind. It's about making our nation truly a democracy - "Democracy without women is not democracy!" I am also presenting you with the keys to Wonder Woman's invisible plane, to travel in style when you address the issues that we care about locally, across the state, and in Washington DC.

Congratulations!

*Members, you have chosen these leaders to advocate your concerns, to implement your decisions, and to manage the business of this Local Organization on your behalf. While you have entrusted the destiny and future history of BPW to them, never forget that in the final analysis, these officers are only your servants. Your task is to assist, advise and support them.*

*The success or failure of the whole organization depends on each individual member's contribution. With the entire membership united in effort, these officers can, and will, lead to the accomplishment of BPW's mission. It is truly all about YOU!! And YOU!! And YOU!! And YOU!! (pointing to the audience and to the officers).*

*On behalf of BPW/USA and (NAME OF STATE) BPW and with a strong rich tradition on which to build, I now declare the (year) (NAME OF LOCAL) BPW officers duly installed.*

Congratulations!

Wonder Woman Theme Song:

Wonder Woman!  
Wonder Woman!

All the world is waiting for you  
and the power you possess  
In your satin tights  
fighting for your rights  
And the old red white and blue

Wonder Woman!  
Wonder Woman!

Now the world is ready for you  
and the wonders you can do  
Make a hawk a dove  
stop a war with love  
Make a liar tell the truth

Wonder Woman!  
Get us out from under, Wonder Woman

All our hopes are pinned upon you  
and the magic that you do  
Stop a bullet cold  
make the axis fold  
change their minds and change the world

Wonder Woman!  
Wonder Woman!

You're a wonder, Wonder Woman!

# CAMERAS

It is our privilege to install the new officers who have been chosen for leadership for the \_\_\_\_\_ Federation of Business and Professional Women for the \_\_\_\_\_ fiscal year. Before we begin the ceremony, will the retiring officers and chairs please stand?

Today, you have reached the climax in your immediate service to BPW Minnesota. You are to be commended for the manner in which you have fulfilled the obligations of your office. Because of your participation BPW Minnesota is stronger. The lives of working women you will never know may have been touched because of your efforts for BPW Minnesota. Will everyone please join us in recognizing these women?

You may be seated.

## **Switch places**

The word photography—from the Greek word meaning “painting or writing with light—was first used in the year 1839, “the year the invention of the photographic process was made public”. During the prior decades, a number of light-sensitive materials were tested to capture the image from the camera obscura, but the first successful permanent photograph is

usually credited to Louis Daguerre. That picture captured on a silver-coated sheet of copper, using his 'positive image' Daguerreotype-process, is entitled The Artist's Studio and is dated 1837. It was fragile and difficult to reproduce.

By the time the details of this process were made public, in 1839, other artists and scientists had discovered additional photographic imaging techniques. William Henry Fox Talbot's Calotype process used light-sensitive paper and produced a 'negative image' that could be used to create positive prints.

These methods required LONG EXPOSURE TIME, animate objects could not be recorded. No one could stand still long enough! The earliest photographic recordings were architectural and landscape scenes.

By 1840, when techniques had improved and exposure times were shortened, portrait photography became fashionable. Since that time photography has become an important tool in many fields, with sophisticated techniques and equipment continuing to evolve.

90% of all U.S. households own and use a camera. In 1997, Americans bought 928 million rolls of film, spending \$6.18 billion processing 17.9 billion pictures.

Just as your camera takes many, many pictures throughout the year, so, too does the Executive Committee create the “picture” or “vision” of this organization. How does this Executive Committee camera work?

***Switch places.***

Will our \_\_\_\_\_ Parliamentarian, \_\_\_\_\_, please step forward?

The Parliamentarian is to the Federation what the flash is to the camera. Since reflected light is what photographic film uses to create images, lighting is clearly a key element not only in photography but also in all BPW/\_\_\_\_\_ matters.

\_\_\_\_\_, as the BPW/\_\_\_\_\_ Parliamentarian you are the one versed in parliamentary rules, practices, and debates. Your responsibility will be to provide the light for the gray areas of parliamentary procedure and to illuminate the Federation as to Robert’s Rules of Order – 10<sup>th</sup> Edition.

Do you, \_\_\_\_\_, accept the duties and responsibilities of the office of Parliamentarian.

\_\_\_\_\_: I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the flash in the camera is used to create the BPW picture.

*Hands camera and photo album to Janet.*

**Switch places.**

Will our \_\_\_\_\_ Administrative Assistant,  
\_\_\_\_\_, please step forward?

The Administrative Assistant is to the Federation what the battery is to the camera.

Since the battery is what allows the electrical parts to function, the battery is clearly a key element not only in photography but also in BPW/\_\_\_\_\_ matters.

\_\_\_\_\_, your responsibilities will be to provide the electrical charge for projects assigned to you by our Federation's President and to lead the charge for the Federation's administration effectiveness.

Do you, \_\_\_\_\_, accept the duties and responsibilities of the office of Administrative Assistant?



\_\_\_\_\_ : I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the film of the camera is used to create the BPW picture.

*Hands camera and photo album to Jane.*

**Switch places.**

Will our \_\_\_\_\_ Recording Secretary,  
\_\_\_\_\_, please step forward?

The Recording Secretary is to the Federation what the film is to the camera. Since the film is what allows the light to catch and imprint the image onto the negative, the film is clearly a key element not only in photography but also in BPW/\_\_\_\_\_ matters.

\_\_\_\_\_, your responsibilities will be to provide an accurate image on the Federation's minutes at all Executive Committee and State meetings and to provide the "snapshot" of our Federation's history.

Do you, \_\_\_\_\_, accept the duties and responsibilities of the office of Recording Secretary?

\_\_\_\_\_: I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the film in the camera is used to create the BPW picture.

*Hands camera and photo album to \_\_\_\_\_.*

*Switch places.*

Will our \_\_\_\_\_ Treasurer,  
\_\_\_\_\_, please step forward?

The Treasurer is to the Federation what the timer is to the camera. Since the timer is what allows the camera to pause before activating its components to take an accurate picture, the timer is clearly a key element not only in photography but also in BPW/\_\_\_\_\_ matters.

\_\_\_\_\_, your responsibilities will be to provide a timely reminder—in the form of Treasurer's Reports—to the Federation at its Executive Committee and State meetings which will then

allow the Federation to give pause when executing its fiduciary responsibility for the receipt and expenditure of funds on behalf of the members.

Do you, \_\_\_\_\_, accept the duties and responsibilities of the office of Treasurer?

\_\_\_\_\_: I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the timer in the camera is used to create the BPW picture.

*Hands camera and photo album to \_\_\_\_\_.*

*Switch places.*

Will our \_\_\_\_\_ Vice-President,  
\_\_\_\_\_,  
and our \_\_\_\_\_ President-  
elect, \_\_\_\_\_,  
please step forward?

The President-elect and the Vice-President are to the Federation what the auto focus is to the camera. Since the auto focus allows the lens to narrow-in for a closer view of the subject matter, the auto focus is clearly a key element not only in photography but also in BPW/\_\_\_\_\_ matters.

\_\_\_\_\_ and \_\_\_\_\_, your responsibilities will be to provide the Federation with a better view of what to expect in future years. You will not only assist the President as she focuses in on her goals for the current year but will also provide “peeks into the future” of what types of pictures we will be taking in the coming years.

Do you, \_\_\_\_\_, and you, \_\_\_\_\_, accept the duties and responsibilities of the office of Vice-President and President-elect, respectively?

\_\_\_\_\_: I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the timer in the camera is used to create the BPW picture.

*Hands camera and photo album to \_\_\_\_\_.*

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the timer in the camera is used to create the BPW picture.

*Hands camera and photo album to \_\_\_\_\_.*

*Switch places.*

Will our \_\_\_\_\_ President, \_\_\_\_\_, please step forward?

The President is to the Federation what the case is to the camera. Since the case encompasses, protects and represents all of the components of the camera, the case is clearly a key element not only in photography but also in BPW/\_\_\_\_\_ matters.

\_\_\_\_\_, your responsibilities will be to provide the Federation with leadership skills that will encompass and protect its mission and its members. You will be the representative of the entire Federation in National, State and community activities. It will be your case design that will encourage and stimulate members to “Dare to D.R.E.A.M.”

Do you, \_\_\_\_\_, accept the duties and responsibilities of the office of President?

\_\_\_\_\_: I do.

\_\_\_\_\_, please accept this camera as a reminder of your installation and as a symbolic reminder of how the case for the camera is used to create the BPW picture.

*Hands camera and photo album to \_\_\_\_\_.*

*Switch places.*

*(To the installing officers)* Just like a camera your task will be to create the picture of carrying forward the duties of your offices, of knowing and understanding the needs and problems of your Federation, of giving interpretation to our objectives and to our programs; of meeting new challenges, of planning new undertakings for greater achievement. The qualities of vision, courage, understanding, loyalty, wisdom, and tolerance – all are needed to create a picture of leadership – qualities that are expressed in the Collect of the National Federation of Business and Professional Women. Written by Mary Stewart, one of the members who helped guide the Federation through its early years, the Collect with its beautiful words of wisdom and prayer, makes us realize that though

differences may be many, our goal is one – to build a better, happier picture for women.

*Switch places.*

Members of BPW/\_\_\_\_\_ you have chosen these representatives to voice your wishes in all matters related to the functioning of your Federation. While you have entrusted the destiny of the Federation to them, never forget that in the last analysis these officers are only your spokespersons. Yours is the task of assisting and advising them, of supporting them in the chosen policies of your Federation and of working with them in community affairs. Unite with them in common service to the business and professional women of the world. With this unity of purpose as endless as the golden circle enclosing our emblem, I present the \_\_\_\_\_ officers.

# Candles

It is my privilege to install you, the new officers, who have been chosen for leadership of \_\_\_\_\_BPW. By the democratic process, you, the members, have elected the officers to be installed today as your representatives in all matters relating to \_\_\_\_\_BPW.

**Will the new officers please come forward?**

The members of \_\_\_\_\_BPW have thereby delegated to you the responsibilities of guiding them toward the fulfillment of the ultimate objectives of BPW/USA. This faith is not expressed in words. It springs from a deep understanding that as working women we are responsible for the shaping of our social, economic and political order; and that as individuals working separately, it would be impossible.

Today, each one of you carries a torch--in other words a passion for service that will serve as the guiding light for the upcoming year. Therefore, as the theme today, we have chosen scented candles as the representation of the torch's flame that will always burn brightly for \_\_\_\_\_BPW and for you.

**Will the Recording Secretary, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as Recording Secretary of \_\_\_\_\_BPW, you shall keep a correct record of the proceedings of all meetings of the organization and the Executive Committee. You shall keep a complete list of all members. You shall preserve, in a



permanent file, all records of value to the organization and its officers to be transferred to your successor at the close of your term. We rely on you to keep an accurate record of the business, achievements and activities of our organization during the coming year. What you write will serve as reference and history for our organization in the future.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***Recording Secretary responds--I do.***

To you I give this candle in the shade of purple for thoughts. Therefore, inscribe not only the routine business, but also the brighter features, thus preserving all organization history for those who come after us. This is no small task, and must be delegated to one who is faithful in attendance and dependable at all times. May it be your privilege to record a successful year's work.

**Give candle.**

**Will the treasurer, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as Treasurer of \_\_\_\_\_BPW, you shall take charge of all money of the organization and shall report thereon to membership on a regular basis. You shall collect member dues and disperse necessary monies to the state and national organization, pay bills upon authorization of the President, and keep an itemized record in a permanent file of receipts and expenditures. You shall preserve, in a permanent file,

all records of value to the organization and its officers to be transferred to your successor at the close of your term. You are the financial representative of our organization.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***Treasurer responds--I do.***

Therefore, to you I give this candle in the shade of white denoting integrity. Through sound business procedures you must safeguard all funds, dispersing them only at times and in such a manner as instructed. May you be able to show the financial records of our organization to be the very best in its history.

**Give candle.**

**Will the Second Vice President, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as Second Vice President of \_\_\_\_\_BPW, you will be in charge of the Membership Committee. You must be able to keep all members interested in local projects, recruit new members, and retain older members. You exemplify emerging leadership for and within the organization. You are a vital link to the President, assisting wherever needed, placing emphasis on broadening our membership base. Be evangelistic, because we know BPW can make a substantial, positive difference in the life of every working woman.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***Second Vice President responds--I do.***

I give you this candle in the shade of pink. The color pink is closely related to red--the President's color. As Second Vice President, it is your duty to harmonize your efforts with the efforts of the President. We ask that you give of your wisdom and experience at all times and strive to work faithfully with our President in carrying out our organization's aims and ideals. May you be faithful and happy in your trust.

**Give candle.**

**Will the First Vice President, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as First Vice President of \_\_\_\_\_BPW, you will fulfill the duties as the Issues Management Chair. As with the Second Vice President, you shall harmonize your efforts with the President. You, too, exemplify emerging leadership for and within the organization. See to it that the promise and integrity of BPW programs and activities are never compromised, but held to the highest standard of excellence and effectiveness.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***First Vice President responds--I do.***

I give you this candle in the shade of pink. Once again, the color pink is closely related to red--the President's color. As First Vice President, it is your duty to harmonize your efforts with the efforts of the President. We ask that you give of your wisdom and experience at all times and strive to work faithfully with our President in carrying out our organization's aims and ideals. May you be faithful and happy in your trust.

**Give candle.**

**Will the President Elect, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as President Elect of \_\_\_\_\_BPW, you shall perform the duties of the President in her absence and shall act in an advisory capacity at all times. In the case of death or resignation of the President, you shall become the President for the unexpired term. You personify experienced leadership for and within the Organization. You will also work closely with the President, assisting wherever needed.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***President Elect responds--I do.***

I give you this candle in the shade of pink. Once again, the color pink is closely related to red--the President's color. As President Elect, it is also your duty to harmonize your

efforts with the efforts of the President. We ask that you give of your wisdom and experience at all times and strive to work faithfully with our President in carrying out our organization's aims and ideals. May you be faithful and happy in your trust.

**Give candle.**

**Will the President, \_\_\_\_\_, please come forward?**

\_\_\_\_\_, as President of \_\_\_\_\_BPW, you shall preside at all meetings of the Local Organization and the Executive Committee. You shall be an ex-officio member of all committees except the nominating committee and shall read to membership all communication from the state or national organizations which the board deems to be of interest to members. It is your duty to understand the aims and objectives of BPW/USA and to help us to interpret these aims and objectives through \_\_\_\_\_BPW. You have been given the highest honor your organization can bestow on a member. You will be the representative of business and professional women in our community and will serve as the voice of our organization at national and state activities. It will be your interest and devotion to our organization that will encourage and stimulate our members.

Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?

***President responds--I do.***

I give you this candle in the shade of red. The color of the candle stands for love and strength, qualities we know are yours. Our organization, to reach the full measure of success this year, will require a great deal of your time, which we know you will give freely. Strive to keep our Local Organization's character warm with light and life.

**Give candle.**

In becoming officers of \_\_\_\_\_ of \_\_\_\_\_ BPW, you have accepted the responsibilities and now face the task of carrying forward the duties of your offices, of knowing and understanding the needs and problems of the organization, of giving interpretation to our objectives and programs, of meeting new challenges and of planning new undertakings for greater achievement. Proceed with these duties in the spirit of devotion which has characterized your past involvement with the organization. As leaders, protect the high ideals of our Federation and live up to its principals and regulations. Focus your attention on the larger objectives by working together. I hope each of you finds it an honor and a privilege to serve this organization.

Members of \_\_\_\_\_ of \_\_\_\_\_ BPW, you have chosen these representatives to voice your wishes in all matters related to the functioning of our organization. While we have entrusted the destiny of our organization to them, never forget these officers are only spokespersons. Ours is the task of assisting and advising them, of supporting them in the chosen policies of our organization and of working with them. Unite with them in common services to the business and professional women of

the world. This unity of purpose is as endless as the golden circle enclosing our emblem. Let us offer our support to these women by reciting the Federation pledge:

**Recite pledge.**

*On behalf of the \_\_\_\_\_ Federation of Business and Professional Women's Clubs, Incorporated and with a strong rich tradition on which to build, I now declare the \_\_\_\_\_ officers duly installed.*

Members of \_\_\_\_\_ of \_\_\_\_\_ BPW, I present your officers for the \_\_\_\_\_ program year.

**Applause.**

# Success - Dream

## Installing Officer:

Will the Retiring Officers please stand?

The path to a dream is paved  
With sacrifices  
And lined with determination.

And though it has many stumbling blocks  
Along the way  
And may go in more than one direction,  
It is marked by faith.

It is traveled by belief and courage,  
Persistence and hard work.

It is conquered with willingness  
To face challenges and take chances,  
To fail and try again and again.

Along the way,  
You may have to confront  
Doubts, setbacks, and unfairness.

But when the path comes to an end,  
You will find that there is no greater joy  
Than making your dreams come true. (Barbara Cage)

Today, you have reached the close of your immediate service to \_\_\_\_\_BPW.

In giving of your self to this office, you have created a partnership of talents and energy  
which has served all \_\_\_\_\_BPW members.

Your leadership has helped us to grow and work towards our ideals and objectives.

You are to be commended for the manner in which you have fulfilled the duties and  
obligations of your office and the service you have given to \_\_\_\_\_BPW.

And we thank you!



## **Installing Officer:**

Success Has No Limits...

There are no limits  
To what you can do.

Your talents and abilities,  
Your uniqueness and warmth,  
Your strength and dedication,

In everything you do-  
All of these will help you  
Reach your dreams.

### **There are no limits**

To what life has to offer you.

The world is full of possibilities,  
Just as you are filled with promise.

Seek, discover, and embrace with openness,  
The richness of experience.

Believe in yourself  
And you will always know success. (Michelle Richards)

In believing in ourselves, we overcome the first obstacle to success.

You must know and believe that you can achieve your goals.

Will the Incoming Officers please come to the front?

Will \_\_\_\_\_ please step forward?

\_\_\_\_\_, as Treasurer, the members of \_\_\_\_\_ BPW have expressed their faith in your integrity and your exacting attention to detail.

They know you will keep \_\_\_\_\_BPW fiscally sound and report to the fullest extent our financial position.

And the members of \_\_\_\_\_BPW know we can depend upon you to process the new member's information.

\_\_\_\_\_, do you accept the responsibilities of the Office of Treasurer?

Will \_\_\_\_\_please step forward?

\_\_\_\_\_, as Recording Secretary, the members of \_\_\_\_\_BPW have demonstrated their belief that you possess an intellectual integrity and the ability to translate words into meaning with accuracy, thoroughness and constancy required of this office.

And \_\_\_\_\_BPW members depend upon you to record the accurate history of our organization.

\_\_\_\_\_, do you accept the responsibilities of the Office of Recording Secretary?

Will \_\_\_\_\_please step forward?

\_\_\_\_\_, as Vice President, the members of \_\_\_\_\_BPW have placed their resources for the future.

Believe in your abilities to serve \_\_\_\_\_BPW when called upon by our President or when representing our President when she is not able to fulfill her duties.

Take the time throughout this year to observe and learn so that you will be well equipped to take your next step into a leadership role and further serve as a liaison to all other committees and chairs.

\_\_\_\_\_, do you accept the responsibilities of the Office of Vice President?

Will \_\_\_\_\_please step forward?

\_\_\_\_\_, as President, the members of \_\_\_\_\_BPW have placed the torch of leadership for the coming year.

Be faithful to them and be willing to give your wisdom and experience and harmonize your efforts with your Executive Committee to create an environment for building the future and keeping the Local Organization strong.

\_\_\_\_\_, do you accept the responsibilities of the Office of President?

Today, \_\_\_\_\_BPW comes together to install our future with the understanding that we all intend to do our part, in partnership, for the greater good of us all.

Will the Members please stand?

Members of \_\_\_\_\_BPW:

Do you pledge to work with our newly installed leadership in promoting the mission and objectives of BPW?

Do you pledge to uphold the ethics and integrity of BPW?

Do you pledge to be on time for meetings coming prepared if you have a role in the meeting?

Do you pledge to be helpful to fulfill the duties of the committee chairs?

Do you pledge to have fun?

Now, as Your Installing Officer, I declare you duly installed to serve \_\_\_\_\_BPW for the \_\_\_\_\_fiscal year.

# Women of Substance

## Installation Ceremony

It is my privilege to install the new officers who have been chosen for leadership for \_\_\_\_\_ BPW for \_\_\_\_\_.

Recently, \_\_\_\_\_ had the privilege of hearing two women speak on their lives. Once was Maya Angelou on Women of Substance. The other was Debbie Reynolds as part of the Unique Lives Series.

Both women spoke about what was important to them and what made them who they are.

Maya spoke about the Rainbows in the Clouds and how everyone of us is touched by others rainbows. She talked about women of substance; of phenomenal women.

One favorite quote of Maya Angelou's is:

Courage is the most important of all the virtues, because without courage you can't practice any other virtue consistently. You can practice any virtue erratically, but nothing consistently without courage.

Debbie Reynolds spoke about what is important to her is her faith, laughter and belief in herself. She talked about all the ups and downs in her life, her career, her marriages and how what has always gotten her through life was faith, laughter and herself.

They both talked about the passion that has driven them – and that is this year's theme - Passion Rocks BPW!

Bette Davis said:

My passions were all gathered together like fingers that made a fist. Drive is considered aggression today; I knew it then as purpose.

*The lives of women you will never know may have been touched because of your efforts for \_\_\_\_\_ and all of BPW.*

Will the Treasurer please step forward. \_\_\_\_\_,  
Jane Austen said:

Business, you know, may bring money, but friendship hardly ever does.

\_\_\_\_\_, your role as the treasurer is to take care of the money – to make sure there is enough money to pay the bills, to fund the projects that the organization wants to do, to help with the various fundraisers to replenish the funds, and to guide \_\_\_\_\_ to financial security.

Do you accept these duties?

Will the Secretary please step forward. \_\_\_\_\_. \_\_\_\_\_, Louise Otto said:

The history of all times, and of today especially, teaches that ... women will be forgotten if they forget to think about themselves.

It is your responsibility to record the history of \_\_\_\_\_. Not just the formal business, but the life of the organization – what the organization does, what the members do and the impact it makes on each other and the community.

Rosa Parks said, Memories of our lives, of our works and our deeds will continue in others.

Do you accept responsibilities of Secretary?

Will the Vice President please step forward. \_\_\_\_\_, as you sit at the right hand of the presidents, your role is to learn about BPW, about \_\_\_\_\_ BPW and it's members.

Rosalynn Carter said:

A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go but ought to be.

You have the opportunity to spread your enthusiasm in many directions for \_\_\_\_\_. It will be through the programs, through membership, through community activism. The members will be looking at you as their leader of the future.

Do you accept the responsibilities of Vice President?

Will \_\_\_\_\_, President please step forward?

\_\_\_\_\_, you are a proven leader. Once again, the members of \_\_\_\_\_ BPW have turned to you to lead the this year.

Maya Angelou said:

We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color.

Your responsibility is to weave the various threads of \_\_\_\_\_ into a cohesive unit – working together for each other and for BPW.

\_\_\_\_\_ has a rich tradition of doing for others – and at the same time for each other.

Abigail Adams said:

I've always felt that a person's intelligence is directly reflected by the number of conflicting points of view (s)he can entertain simultaneously on the same topic.

That's your role president – to take the various points of view and work with each person to build a stronger organization.

Do you accept the responsibilities of President?

Members of \_\_\_\_\_ BPW, you have chosen these representatives to voice your wishes in all matters relating to the functioning of \_\_\_\_\_. They have pledged to serve you faithfully to the best of their ability in the upcoming year.

But you also have responsibilities to each other and to BPW.

Eleanor Roosevelt said:

The future belongs to those who believe in the beauty of their dreams.

It is your responsibility to dream about what can be.

I'd like to read you this message from [greatday.com](http://greatday.com):

If you were

If you were, right here and now, the person you most wanted to be, what would you be doing? If you could change anything in the world, what would it be?

If you were completely free to express your most dearly held dreams and visions, how would you do that? If you were wealthy enough to buy anything at all, how would you use and invest that wealth in a meaningful way?

If you had the time, the money, the knowledge, the energy and the resources to pursue your highest vision, what would you seek to do? If you were free from all the things that limit you and hold you back, in what direction would you go?

Stop for a moment and consider these things. Then consider this. There is no need to wait a single moment longer. You can start now to follow your most compelling passion, to achieve your most treasured dream.

Yes, there are obstacles that stand in your way, but so what? When you're living with purpose and passion, you'll find your way beyond every difficulty.

Members, do you accept the responsibilities of being an active member in \_\_\_\_\_ BPW, of sharing your dreams with each other, of working with your leaders to build a stronger BPW?

We are all women of substance, phenomenal women. We know that. Now we need to share our gifts with others.

You have chosen these women as your leaders, it is my pleasure and honor to declare these officers duly installed for \_\_\_\_\_.

And in closing, one last quote from Laurel Thatcher Ulrich:

Well behaved women rarely make history.

Go out and Make History!!

# Women of Substance

## Installation Ceremony

It is my privilege to install the new officers who have been chosen for leadership for \_\_\_\_\_ BPW for \_\_\_\_\_.

Last year, I had the privilege of installing your new officers and I'm grateful to be asked again this year.

Last year, I talked about Women of Substance. I'd like to continue that theme again and focus on the comments of one woman, Eleanor Roosevelt.

One of my favorite quotes is:

***No one can make you feel inferior without your consent***

Another one is:

***You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You are able to say to yourself, 'I have lived through this horror. I can take the next thing that comes along.' You must do the thing you think you cannot do.***

Will the Treasurer please step forward. Jan,

Eleanor said:

***He who loses money, loses much; He who loses a friend, loses much more, He who loses faith, loses all.***

\_\_\_\_\_, your role as the treasurer is to take care of the money – to make sure there is enough money to pay the bills, to fund the projects that the organization wants to do, to help with the various fundraisers to replenish the funds, and to guide \_\_\_\_\_ to financial security.

Do you accept these duties?

Will the Secretary please step forward.

Beth, Eleanor said:

***I think, at a child's birth, if a mother could ask a fairy godmother to endow it with the most useful gift, that gift would be curiosity.***



It is your responsibility to record the history of \_\_\_\_\_. Not just the formal business, but the life of the organization – what the organization does, what the members do, the curiosities of \_\_\_\_\_ that make it unique and the impact it makes on each other and the community.

Do you accept responsibilities of Secretary?

Will the Vice President please step forward.

\_\_\_\_\_, as you sit at the right hand of the president, your role is to learn about BPW, about \_\_\_\_\_ BPW and it's members.

Eleanor said:

***A woman is like a tea bag- you never know how strong she is until she gets in hot water.***

You have the opportunity to spread your enthusiasm in many directions for \_\_\_\_\_. It will be through the programs, through membership, through community activism. The members will be looking at you as their leader of the future.

Do you accept the responsibilities of Vice President?

Will \_\_\_\_\_, \_\_\_\_\_ President please step forward?

Another Eleanor Roosevelt quote is:

***Perhaps in His wisdom the Almighty is trying to show us that a leader may chart the way, may point out the road to lasting peace, but that many leaders and many peoples must do the building.***

and

***"...I have never felt that anything really mattered by the satisfaction of knowing that you stood for the things in which you believed and had done the very best you could."***

Your responsibility as the leader of \_\_\_\_\_ is to create the environment where everyone works together for each other and for BPW.

\_\_\_\_\_ has a rich tradition of doing for others – and at the same time for each other.

That's your role as president – to take the various points of view and work with each person to build a stronger organization.

Do you accept the responsibilities of President?

Members of \_\_\_\_\_ BPW, you have chosen these representatives to voice your wishes in all matters relating to the functioning of \_\_\_\_\_. They have pledged to serve you faithfully to the best of their ability in the upcoming year.

But you also have responsibilities to each other and to BPW.

Eleanor Roosevelt said:

***The future belongs to those who believe in the beauty of their dreams.***

It is your responsibility to dream about what can be.

I'd like to read you this message from greatday.com:

***Untapped value***

***Go a little bit beyond what you know you can do, and you'll discover you can do more. Go a little bit beyond what is comfortable for you, and your horizons will begin to expand.***

***Get away from the routine, and you'll start to see the world more clearly. Give more than what's expected, and you'll find you can expect more from yourself.***

***Stretch yourself, and feel yourself becoming more flexible, more capable, more confident and effective. Question yourself, challenge yourself, and become more aware of who you truly are.***

***Life can move quickly ahead when you decide to move ahead with it. Yet if you persist in standing still, you'll end up falling behind.***

***There is immense untapped value in your life that is eager to be unleashed. Give a little more, go a little beyond, rise to greater and greater challenges, and you'll bring that untapped value to the surface.***

***There is far more to you than you know. Let it all come to life.***

Members, do you accept the responsibilities of being an active member in \_\_\_\_\_ BPW, of sharing your dreams with each other, of tapping that untapped value and giving a little more to work with your leaders to build a stronger BPW?

*The lives of women you will never know will be touched because of your efforts for \_\_\_\_\_ and all of BPW.*

We are all women of substance, phenomenal women. We know that. Now we need to share our gifts with others.

You have chosen these women as your leaders, it is my pleasure and honor to declare these officers duly installed for \_\_\_\_\_.

# Building Bridges

\_\_\_\_\_ incoming president of the \_\_\_\_\_ Federation of Business & Professional Women's Clubs, Inc., has chosen "Building Bridges" as her theme \_\_\_\_\_ this \_\_\_\_\_ year.

The bridges that span our goals and dreams are built by teamwork. Coming together is a beginning...keeping together is progress...working together is a success."

\_\_\_\_\_ Bridges are our main connections with different locations throughout our communities, state and nation. Without bridges, many people would be cut off from the mainland. Bridges are not only the superstars of the engineering world, they also influence the development of cultures, environments and lives in more ways than we can count. Bridges shape skylines. Imagine San Francisco without the Golden Gate Bridge, or Manhattan without the Brooklyn Bridge. These structures also shape our lives, aiding commerce, social life and urban development. We have compiled a list of what we think are some of the biggest and best bridges in the world. Just as bridges are the foundation of the transportation world, so are the officers of BPW/\_\_\_\_\_ the foundation of the state federation.

\_\_\_\_\_ Tonight we build bridges between the BPW/FL Federation and its members. In the Florida Keys, there are 42 bridges connecting more than 100 islands over a 126-mile distance. Three have been named National Historic Sites (old Seven Mile, Bahia Honda and Long Key). On the Overseas Highway, 18.8 miles comprises bridges -- 15 percent of the total travel time is spent on bridges! As BPW/\_\_\_\_\_ exists beyond our national borders, so will our bridges this evening incorporate the world!!

\_\_\_\_\_ Cementing the bridge foundation of the \_\_\_\_\_ Federation are our District Directors. Will the following Incoming District Directors please come forward...

\_\_\_\_\_, Representing District \_\_\_\_\_,

\_\_\_\_\_, Representing District \_\_\_\_\_

\_\_\_\_\_, Representing District \_\_\_\_\_,

\_\_\_\_\_, Representing District \_\_\_\_\_,

\_\_\_\_\_, Representing District \_\_\_\_\_,

\_\_\_\_\_, Representing District \_\_\_\_\_,

\_\_\_\_\_, Representing District \_\_\_\_\_,  
\_\_\_\_\_, Representing District \_\_\_\_\_,  
\_\_\_\_\_, Representing District \_\_\_\_\_,  
\_\_\_\_\_, Representing District \_\_\_\_\_, and  
\_\_\_\_\_, Representing District \_\_\_\_\_

For over 100 years the Clifton Suspension Bridge, spanning the beautiful Avon Gorge, has been as much the symbol of Bristol as the Eiffel Tower of Paris or the Opera House of Sydney. Since its opening in 1864 meticulous maintenance has ensured that the bridge has never closed. It is easy to forget that this structure which was designed in the 1830s, built in the 1860s and intended entirely for horse-drawn traffic, now carries a staggering total of 4 million cars a year.

Today the Clifton Suspension Bridge is looked after by a Trust setup under an Act of Parliament of 1952. The 13 trustees include representatives of local government together with others chosen for their technical or business expertise. The trustees are empowered to collect tolls, although since 1991 pedestrians and cyclists have crossed free of charge. Day to day responsibility for the bridge is in the hands of the Bridge Master who is on call 24 hours a day. She controls a team of 13 toll keepers and 3 maintenance women.

As there are \_\_\_\_\_ Districts in the \_\_\_\_\_ Federation, each of you will act as a toll keeper, chosen for your technical, business and Federation knowledge.

As building contractors in this Federation, you will need to coordinate between the prime contractors on the Executive Committee and the sub-contractors in the local organizations.

Each of you will serve as a member of the State Board of Directors and will be responsible to maintain a close relationship with the local organization president. You shall try to visit each local organization within your respective district at least once a

year. You will bring communications from your executive committee to the local organization president and will work to stabilize and promote membership.

Do each of you promise to fulfill these duties?

\_\_\_\_\_, I do.

(\_\_\_\_\_ distributes "rocks" to DDs to place in bridge)

Then I declare you duly installed District Directors of BPW/\_\_\_\_\_ for \_\_\_\_\_ . Please place a piece of this rock aggregate into our bridge foundation to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_ .

\_\_\_\_\_: \_\_\_\_\_ is being installed as BPW/\_\_\_\_\_ 's Treasurer. \_\_\_\_\_ ...The bridge that you will build is the Brooklyn Bridge. This highly recognizable landmark and cultural icon, was the dream of John A. Roebling, the inventor of wire cable and an accomplished bridge builder. Designed in 1867, the bridge's prototype was a similar, though smaller structure over the Ohio River at Cincinnati. The dramatic buttressed gothic towers are constructed entirely of granite. The roadway platform is hung on two-inch diameter steel suspenders strung from two pairs of cables - the catenaries - sixteen inches in diameter. Each cable is composed of 5,296 galvanized steel wires (the total length of wire used was 14,357 miles). Each of the four cables is capable of sustaining a live load of 12,000 tons. The opening of the bridge in 1883 was marred by the deaths of twelve pedestrians, who were trampled during a panic set off by a shouted warning, anonymous and groundless, that the bridge was in danger of imminent collapse.

As Treasurer, shall you never panic or allow us to be in imminent financial danger in the Florida Federation. The treasurer affords magnificent overview of the financial status of the State, just as the Brooklyn Bridge affords a magnificent view of the East River, the harbor and downtown Manhattan.

\_\_\_\_\_, do you promise to carry out the duties of BPW/\_\_\_\_\_ treasurer to the best of your ability and give your best effort to insuring our economic future?

\_\_\_\_\_ I do.

Then, I present to you a bridge-building screwdriver, symbolic that you will need to keep tight screws on the budget, and yet be flexible enough to loosen those screws when the membership approves a modified budget. I declare you duly installed Treasurer of BPW/\_\_\_\_\_ for \_\_\_\_\_. \_\_\_\_\_, please don this protective vest and hard hat, and place a shovel-full of cement to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_.

\_\_\_\_\_: \_\_\_\_\_ is being installed as the Recording Secretary. \_\_\_\_\_, the bridge that you will build is the Humber Bridge in England, a suspension bridge with the north tower sited on the high water line and the south tower founded in shallow water.

On the north bank, a hard well-jointed bed of chalk comes close to the surface and is covered by a tough layer of glacially deposited chalky boulder clay. The chalk has provided good foundations for both the anchorage and tower on this bank.

As recording secretary, use your “chalk” to record the written record of the meetings of BPW/\_\_\_\_\_. This does not mean that you have to take down every word, but you should record the important words and be wise enough to decipher which ones they are! Yours is a job of finality, of tedious attention to detail and accuracy.

\_\_\_\_\_, do you promise to fulfill the duties of the Recording Secretary of BPW/\_\_\_\_\_?

\_\_\_\_\_ ...I do.

Then, I present to you a bridge-building hammer, symbolic that you will need to hammer-home the actions of the executive committee, and pound-out detailed minutes of the other state meetings.

I declare you duly installed Recording Secretary of BPW/\_\_\_\_\_ for \_\_\_\_\_ . Please don this protective vest and hard hat, and place a shovel-full of sand to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_ .

\_\_\_\_\_: \_\_\_\_\_ , is being installed as 2<sup>nd</sup> Vice President.  
\_\_\_\_\_

The Sydney Harbour Bridge was opened on March 19th 1932 after six years of construction. Made of steel the bridge contains 6 million hand driven rivets. The surface area that requires painting is equal to about the surface area of 60 sports fields. The Bridge has huge hinges to absorb the expansion caused by the hot Sydney sun. You will see them on either side of the bridge at the footings of the Pylons. Sydney Harbour Bridge is the world's largest (but not longest) steel arch bridge, and, in its beautiful harbour location, has become a renowned international symbol of Australia.

Our special committees have the longest spanning interests of BPW/FL at heart. As the liaison to the Special Committees you will need to expand your talents to reach out to the members and keep them informed of these special committee activities.

\_\_\_\_\_, do you promise to fulfill the duties of the 2<sup>nd</sup> Vice President?

\_\_\_\_\_, I do.

I present to you a bridge-building pipe wrench, symbolic that you will need to work with the different special pipelines of our special committees, and insure the committees are all working together toward the advancement of BPW/\_\_\_\_\_ .

I declare you duly installed 2<sup>nd</sup> Vice President of BPW/\_\_\_\_\_ for \_\_\_\_\_ . Please don this protective vest and hard hat, and place a cup-full of water to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_ .



\_\_\_\_\_: \_\_\_\_\_ is being installed as  
BPW/\_\_\_\_\_ 1<sup>st</sup> Vice President,

The Lantau Link bridge, carrying a railway as well as several lanes of traffic, comprises the Tsing Ma suspension bridge. The Tsing Ma Bridge has become internationally-known and a major Hong Kong landmark. Its main span of 4,544 feet is the world's longest bridge carrying both road and railway, and its concrete towers are each 680 feet tall. Construction of Tsing Ma Bridge commenced in May 1992 and was completed in May 1997.

The 1st vice president is the link between our expansive State Standing Committees and the members. As the Lantau Link bridge carries numerous roads, you shall be the conduit between the numerous communications between the Standing Committees and the Members of the Federation.

\_\_\_\_\_, do you promise to fulfill these duties of the 1st Vice President?

\_\_\_\_\_ ....I do.

Then, I present to you a bridge-building wrench, symbolic that you will need to be tight with the nuts and bolts of this organization, the Standing Committee Chairs. I declare you duly installed 1<sup>st</sup> Vice President of BPW/\_\_\_\_\_ for \_\_\_\_\_. Please don this protective vest and hard hat, and place a shovel-full of cement to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_.

\_\_\_\_\_: \_\_\_\_\_, is being installed as BPW/\_\_\_\_\_ President-Elect. Tami, your bridge is the 119-year-old Cedar Bridge which is the best known of the six covered bridges that have drawn thousands of visitors since Waller's novel "The Bridges of Madison County" was published in 1992. It is where the lead characters, farm wife Francesca Johnson and photographer Robert Kincaid, plan a romantic rendezvous.

\_\_\_\_\_, you will rendezvous with the District Directors as their liaison and coordinate training for incoming District Directors during the Issues Management Conference. Additionally, you will become familiar with the programs, policies and procedures of the State and National Federation. You will serve as ex-official member of all committees. And, at the President's direction, you will represent her and act in her name.

\_\_\_\_\_, do you promise to fulfill these duties of the President Elect?

\_\_\_\_\_ .....I do.

Then, I present to you *two* bridge-building tools, the wrench and the screwdriver, symbolic that you will need to become familiar with the nuts and bolts operations of both the state and national federations and tightened-up on parliamentary procedure as next year's incoming-president.

I declare you duly installed President-Elect of BPW/\_\_\_\_\_ for \_\_\_\_\_. Before you take up your shovel, \_\_\_\_\_ would like to make a presentation to you...

(\_\_\_\_\_ presents President Elect pin)

\_\_\_\_\_, please don this protective vest and hard hat, and place a shovel-full of sand to reinforce your commitment to building a firm foundation for BPW/\_\_\_\_\_.

\_\_\_\_\_: \_\_\_\_\_ is being installed as the President of the Florida Federation of Business & Professional Women's Clubs, Inc. \_\_\_\_\_, your bridge is the Golden Gate Bridge.

Initial plans for the Golden Gate Bridge showed a bulky cantilever-type structure which bore little resemblance to the final graceful design. Fortunately, the project evolved into the now-familiar single suspension span. Its original designer, Strauss, faced 12 years of strong opposition to the idea of bridging the Golden Gate. Ferryboat operators feared for their livelihood, and military leaders and shippers were concerned that the bridge would bottle up the harbor. Strauss sold the public on the idea, and in 1930 six coastal counties approved bonds to build the Golden Gate Bridge.

\_\_\_\_\_, you will lead your six executive committee officers for the year \_\_\_\_\_. This is your golden opportunity to place the Florida Federation on the National map! Build this bridge with the input of your executive committee and state parliamentarian. You will TURN UP THE VOLUME!! at the Board of Directors Meeting at the Policy in Action Conference in Washington, D.C. and, during our National Conference in \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_, do you promise to fulfill these duties of the President?

\_\_\_\_\_ .....I do.

Then, I present to you *two* bridge-building tools, the hammer and the pipe-wrench, symbolic that you will need to keep hammering-home the objectives and goals of the \_\_\_\_\_ Federation to our members and that you will need to become a good tight fit in the National Federation as \_\_\_\_\_'s representative. Lastly, here are some \_\_\_\_\_ Rocks! For you to add to our bridge material foundation, symbolic that your first action will be representing \_\_\_\_\_ at the National Conference in \_\_\_\_\_! As a symbol of your commitment to BPW/\_\_\_\_\_, please don this protective vest and hard hat, add the \_\_\_\_\_ rocks to our mixture and stir up these materials as they all become a solid rock foundation for \_\_\_\_\_'s bridge building.

(\_\_\_\_\_ stirs materials)

\_\_\_\_\_: The foundation materials are mixed and ready for use. All we need now are the laborers to finalize our bridge building this evening. We call upon the \_\_\_\_\_ Federation member laborers...You elected these officers standing before you...but your duty is not finished. They can perform the duties they are called upon to do, but they can only do them well with your whole-hearted support, that is the recommitment of each member to support and work for the \_\_\_\_\_ Federation as a whole.

Members...You are the rest of the materials to complete the construction of this bridge. Each of you has different skills and talents that are needed by this Federation. Use your many construction abilities and support your officer contractors, building together a strong \_\_\_\_\_ Federation...and accomplish great things! Keep our Federation's bridge foundation anchored on solid ground and traversing smooth, but NOT "quiet" waters.

\_\_\_\_\_: By the powers invested in us, we declare these officers duly installed to serve the \_\_\_\_\_ Federation for the year \_\_\_\_\_!!