

## Installation of Officers-Cooking Theme

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Since we 've all been in quarantine or wearing the required masks or following the pandemic guidelines which change weekly for the past \_\_ months, today's chapter officer installation theme is based on "cooking." Why you ask? Well, how many of us have actually figured out that we have a kitchen??? So, with this in mind, here we go with the installation of officers for \_\_ (Chapter) \_\_...

**Immediate Past President** (measuring spoons) --The first officer to be installed is the Immediate Past President. \_\_ (name) \_\_, as the IPP, you are given the measuring spoons – the symbol of accuracy. With the spoons in hand you can support, encourage, and advise the president and the other chapter leaders in appropriate measures and be there for her when questions arise.

**Chaplain** (frying pan) --Next is the Chaplain. \_\_ (name) \_\_, we tend to think of the position of Chaplain as a "comfort" position. And, when we think of comfort food...well, all sorts of yummy things come to mind...especially greasy, fried foods! So, you are given the "frying pan" to comfort us with your words. You shall open each Alpha Delta Kappa chapter meeting with a thought for the day or a meditation. You will be asked to take part in all ceremonies as requested by the president.

**Sergeant-At-Arms** (rolling pin)-- \_\_ (name) \_\_, you will be our chapter Sergeant-At-Arms. It's only fitting that you receive the rolling pin to help preserve order as directed by the president. You will be the door keeper at each meeting. Some of your duties you may need to "roll out" include counting ballots at meetings, making needed signage for meetings and other events such as officer and guest place cards, reserved seating, and special seating, if requested. You may also greet guests at each meeting (but leave the rolling pin in your purse!)

**Historian** (mixing bowl)-- Historian is our next office. \_\_ (name) \_\_ - we tend to think of this office as a collection of sorts. So, for your office, the mixing bowl is

appropriate. The bowl is a perfect place to collect, stir, and put everything into it as you record the events and archive pictures of this biennium. You will compile a written history of the chapter and its various meetings and be the publicity representative for the chapter.

**Treasurer** (spatula)--Probably the most important office of all is the Treasurer! Money!!! \_\_(name)\_\_, for your office I have the spatula. The spatula is unusual but necessary when cooking. You can use it to scrape the bowl – your frugality of following the budget as an example; and you can use it to “flip” the pages of the checkbook!! While in your position, you shall collect dues and disperse monies as directed, plus complete all the S/P/N financial forms as necessary.

**Corresponding Secretary** (recipe cards or a cookbook) --The next office is Corresponding Secretary. \_\_(name)\_\_, since you will be sending out and receiving correspondence, I present you with recipe cards (or a cookbook). You will complete the Annual Chapter Highlight Summary, prepare, and conduct correspondence as directed by the president, assist the president in mailing/emailing the newsletter, and read correspondence at chapter meetings. You may also need to keep a file of correspondence and make it available at chapter meetings.

**Recording Secretary** (slotted spoon)-- Recording Secretary, it's your turn! \_\_(name)\_\_ - you will be writing up all the minutes for the chapter, and keeping accurate records of attendance, so you will be needing the slotted spoon. The slotted spoon will help to “drain out” the unimportant details in the minutes while leaving what is needed when writing all the minutes. You will need to send your minutes to the chapter president, as well as other district and state officers.

**President-Elect** (ladle)-- We are getting closer to the top as we bring in the President-Elect position next. \_\_(name)\_\_, you are going to be represented with the ladle. Ladles are used for different things – stirring things together and skimming things from the top. You are in a position to assist the President in any way which presents itself and to accept and perform all duties pertaining to your

office. You will take part in ceremonies and be the chairman of the program committee.

**President** (wooden spoon)-- At long last, we have the President position! \_\_\_\_(name)\_\_, as president of \_\_\_\_(Chapter)\_\_, it seems fitting that the final kitchen tool for this office is the wooden spoon. As a serving spoon, this utensil can serve up orders and blend things together – the blending of members! It is wooden to show the tradition that you maintain for your chapter. Tradition of the \_\_\_\_(Chapter)\_\_ is handed down from president to president to show the order and structure from the very first chapter meeting to the last. You have been given the greatest honor and the greatest responsibility. It shall be your duty to preside at all meetings of \_\_\_\_(Chapter)\_\_, to appoint necessary committees, and to devote such time as may be necessary to promote the interests of \_\_\_\_(Chapter)\_\_.

To all of the \_\_\_\_(Chapter)\_\_ officers – Do you pledge to fulfill, to the best of your ability the duties of your office? If so, answer, “I do.”

**All Members:** And now, members of \_\_\_\_(Chapter)\_\_, you serve as the ingredients to make the most fabulous dishes. You all make your chapter fiery, fresh, or fruity...rich and robust...sweet, spicy, or sharp.... tangy, tart, or zesty. These officers before you have pledged to carry out the duties of their offices. Do you as members of \_\_\_\_(Chapter)\_\_, pledge your loyalty and support to them? If so, answer, “I pledge my support.”

With great pleasure – I now present the newly installed 2020-2022 officers of \_\_\_\_(Chapter)\_\_!