

APICS Installation of Officers

I. INTRODUCTION

This manual is designed for use as a guide in the installation of APICS chapter officers. The occasion of installation should combine both formal procedure and appropriate extemporaneous comments. It is important for the local chapter and the Society that the definition of responsibility for each officer is clearly defined and understood.

Examples of phrasing, formats, procedures, and ideas are to be considered as a guide. This program should be modified where necessary to provide both procedure and wording suitable to the specific organization and individuals involved.

INSTALLATION MEETING

Through arrangements, publicity, and programs, the Installation Meeting should be highlighted as a special occasion during the year. It is important for each chapter member to know and participate with his/her chapter's officers if the chapter is to progress. Each member should understand how the chapter is organized and the duties of each officer.

PHYSICAL ARRANGEMENTS

Space should be provided at or near the head table for the installation ceremonies. Each director or chapter officer should be called to the front of the room for individual installation. The directors should be first, with each of the following in turn until the President, who should be last. For purposes of picture taking and general recognition, it is suggested that as the various officers are called to the front and installed, they are arranged so that when the ceremony is completed the President stands in the middle (with the installation officer flanked by his/her various officers).

II. PROCEDURE

ORGANIZATION

The chapter organization will be composed of the following officers or some similar combination:

- President
- Vice-President
- Secretary
- Treasurer
- Director or Chairperson-Programs
- Director or Chairperson-Membership
- Director or Chairperson-Arrangements
- Director or Chairperson-Education and Research
- Director or Chairman-Publicity

INSTALLATION OFFICER

Where possible, the chapter should have one of the society or region officers handle the induction. This provides more significance to the society aspect of APICS and gives the society officers an opportunity to meet and talk with the chapter officers. If no society or region officer is available, the installation officer can be selected from past presidents of the chapter, a past society officer, or past presidents of other area chapters.

The installing officer should be given at least 30 days notice with appropriate details as to the meeting time, place, and persons to be installed.

Item #01007
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III. INSTALLATION

PREPARATION

First, be certain that you have the correct name and pronunciation for each officer and a written or memorized listing of the responsibilities with which he/she is being charged. When the installation officer is an out of town guest, this information should be provided in advance. Be certain that the proper sequence of installation is clear to all concerned.

As each individual is called to the front, he/she should stand before the installation officer, who will read his/her responsibilities then ask him/her to accept them.

Detailed responsibilities of officers may be found in specific chapter management manuals published by APICS.

The following is suggested wording for use during the installation.

DIRECTOR-EDUCATION AND RESEARCH

Bob Jones, you have been elected to the office of Director of Education and Research. This office requires you to determine the educational needs and interests of the chapter members. These needs must then be satisfied by providing direction for the chapter's educational programs through meeting themes, workshops, and seminars. This officer must also provide certification information to members. Do you promise to perform these duties to the very best of your ability?

DIRECTOR-PUBLICITY

Bob Jones, you have been elected to the office of Director of Publicity. This office requires you to publicize the activities of the chapter by giving news releases to radio, television, newspaper, and other communications media. Do you promise to perform these duties to the very best of you ability?

DIRECTOR-ARRANGEMENTS

Bob Jones, you have been elected to the office of Director of Arrangements. This office requires you to make logistical arrangements for chapter meetings and to provide a hospitality group to welcome meeting attendees. You will also handle arrangements as required for seminars and conferences. Do you promise to perform these duties to the very best of your ability?

DIRECTOR-MEMBERSHIP

Bob Jones, you have been elected to the office of Director of Membership. It is your duty to promote the Society and this chapter to anyone engaged in the resource management profession. You must actively seek out these persons and explain the advantages of membership. You are also to pursue members who fail to regularly attend professional development meetings, in an attempt to improve attendance. You are to institute procedures necessary to retain members. It is your duty to appoint such committees as are necessary to welcome and recognize members and guests during professional development meetings. You will encourage guests to become members of the chapter. Do you promise to perform these duties to the very best of your ability?

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DIRECTOR-PROGRAMS

Bob Jones, you have been elected to the office of Director of Programs. You are charged with the responsibility of seeking speakers and topics that are of interest to the chapter members and maintaining high quality subject matter and speaker presentations. You are also charged with the responsibility of arranging for plant tours and/or other types of meetings that the chapter members request. Yours is a very important responsibility, because the educational programming is the basic reason for membership in the chapter and attendance at chapter meetings. Do you promise to perform these duties to the very best of your ability?

TREASURER

Bob Jones, you have been elected to the office of Treasurer. It is your responsibility to maintain an accurate record of all chapter financial transactions. It is also your responsibility to prepare a budget for approval of the Board and to manage the budget to be certain that the chapter is in a sound financial position. Do you promise to perform these duties to the very best of your ability?

SECRETARY

Bob Jones, you have been elected to the office of Secretary. You are to maintain minutes of all the Board meetings and keep a history of the chapter while you are in office. You are the primary liaison between the chapter and Society, and you are responsible for maintaining proper communications. Do you promise to perform these duties to the very best of your ability?

VICE-PRESIDENT

Bob Jones, you have been elected Vice-President. Your responsibilities are to coordinate the activities of the directors of Programs, Membership, Arrangements, Education and Research, and Publicity. You must assist the President in any way possible and be prepared to represent the office of the President in his/her absence. Do you promise to perform these duties to the very best of your ability?

PRESIDENT

Bob Jones, you have been elected President. You are the chief executive officer of the chapter and are responsible for all activities of the chapter. You must see that each officer of the chapter performs his/her duties to the best of his/her ability. You are also responsible for keeping the Society Officers advised of chapter activities and progress. You are charged with upholding the local chapter image. Do you promise to perform these duties to the very best of your ability?

IV. CONCLUSION

When the officers have been installed, the installation officer should impress upon the general membership the need for their total cooperation to make the chapter's activities successful. Each member should be encouraged to actively participate on one of the committees so as to further the chapter and prepare himself/herself for future leadership within APICS.

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