



Installation

In the life of every organization, we need some people to lead and others to follow.

Today, we are here to pay tribute to our retiring officers and to salute our new leaders. These members are elevated as officers, to PLAN, to WORK, and to SERVE. Then they step back and follow, while others lead.

Will the **20__** Leadership Team of *(insert names here – if you want to say all the names)* please stand.

In your service to **Women's Council of REALTORS®** *(insert network name here – it should read **Women's Council of REALTORS® Long Beach** – the word “network” is not to be used)* you have earned the RESPECT, APPRECIATION and GRATITUDE of your membership. We truly are mindful of the work you have done and we honor you for the achievements you have attained.

As you become Past Leaders of the **Women's Council of REALTORS®** *(insert network name here)*, you will become a member in the ranks with your experience and training which our Council looks to you to use in a new role – a role to support and further the efforts of

those who are about to follow in office. I want to personally thank you for a job very well done!

Members and guest, please help me give these officers a well deserved round of applause....

I now declare these offices VACANT

Thank you allYou may be seated.....

Installation

Will the **20__** officers-elect, appointments and directors come forward as I call your names. Please stand to my right and face the audience.

(Insert Member Name) – Program Director:

(Insert Member Name), your duty is to ensure the development and delivery of timely, relevant, business-oriented education with our Industry Events and networking events that attract a high level of participation from members and the real estate industry at large.

(Insert Member Name) – Membership Director:

(Insert Member Name), your duty is to conduct outreach strategies to communicate the value of the Network and the Women's Council brand, as well as, engaging prospective, new and renewing members.

(Insert Member Name) – Secretary:

(Insert Member Name), your job as Secretary is to ensure proper reporting, take the minutes of Governing Board meetings, assist with network compliance and correspondence as requested by the President.

(Insert Member Name) – Treasurer:

(Insert Member Name), your office is to ensure strategies and systems are in place to support the financial health and integrity of the Network, as well as to ensure proper reporting and Network compliance with all state and federal laws and regulations.

(Insert Member Name) – President-Elect:

(Insert Member Name), you will support the President in fulfilling their duties, build leadership skills and prepare to assume the presidency in **20__**. You should also be working on developing and maintaining productive relationships with Strategic Partners to ensure satisfaction and support for Network activities

.....and Ladies and Gentlemen let bring up your **20__** President....

(Insert Member Name) – President:

(Insert Member Name), you are honored to be installed into the highest office the Women's Council of REALTORS® can bestow....

To you, we look for the kind of unselfish LEADERSHIP that will bring SUCCESS, HARMONY and ACHIEVEMENT in **20__**.

You will provide leadership and direction for the Network, keeping your team focused on the mission of the Council and the business plan. You will act as the local voice for the Women's Council brand, articulating the value of the Network, representing Women's Council throughout the community, and setting the tone for active member involvement.

For the entire leadership team; in the positions, you are about to assume, you will be identified as the officers of the **Women's Council of REALTORS®** (*insert network name here*), dedicated to the best interests of the profession and the welfare of your members.

As part of the **20__** Leadership Team, you are entering upon a new phase of SERVICE.... COOPERATION...AND LEADERSHIP. You will exemplify the best that REALTORS® have to offer for our profession and communities. Guard this trust carefully and give full measure of your time, qualities and leadership.

If you are all ready to accept the responsibilities of your offices, please raise your right hand.

Do you solemnly promise and swear to administer the office to which you have been elected or appointed to the best of your judgment and ability, conforming to the bylaws of the WOMEN'S COUNCIL OF REALTORS®, observing and enforcing the Code of Ethics, and supporting the activities and interests of the WOMEN'S COUNCIL OF REALTORS at all times?

If so, please Answer, "I do promise"

It is my honor.....By the virtue of the authority conferred upon me, to declare each of you duly and officially installed in your respective offices..... and I extend to you my congratulations and best wishes.

No leadership team is complete without support from *project team leaders*. I would like to acknowledge Project Team Leaders volunteering to serve your network:

- *(insert member name here – insert project team name)*
- *(insert member name here – insert project team name)*
- *(insert member name here – insert project team name)*

This Team will work together to put on successful industry events, networking & member only events, provide education, membership value, leadership development and I know have some FUN along the way!

Ladies and Gentlemen: It is my honor to present the **20__ Women's Council of REALTORS®** *(insert network name here)* Leadership Team.

Lead the applause. Then present the gavel to the President and step back to allow them to make their brief acceptance speech.