

Installation Script

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 governing board and to salute our new leaders. These new leaders are elevated as your Governing Board, to PLAN, to WORK, and to SERVE. Then they step back and follow, while others lead.

De-Installation(used for local & state)

Will the *(year)* Leadership Team of **(network name)** please stand.
(is this virtual?)

In your service to **Women's Council of REALTORS[®]** **(network name)** 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 **Women's Council** **(network name)**, 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 guests, please help me give the *(year)* Leadership Team a well-deserved round of applause....

I now declare these offices VACANT.

Thank you allYou may be seated *(are you virtual?)*.....

Local Installation

Will the *(year)* Leadership Team **come forward** *(are you virtual?)* as I call your names. *Please stand to my right and face the audience.*

(name) Event Director:

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.

(name) Membership Director:

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.

(name) Secretary:

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.

(name) Treasurer:

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.

(name) President-Elect:

You will support the President in fulfilling their duties, build leadership skills and prepare to assume the presidency in **(year)**. 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's bring up your **(year)President....(are you virtual?)**

(name) President:

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 **(year)**.

You will provide leadership and direction for the Network, keeping your team focused on the mission of the Council. 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 Governing Board of **Women's Council REALTORS®** (*network name*), dedicated to the best interests of the profession and the welfare of your members.

As the (*year*) 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.

State Installation

(name) District Vice Presidents: (if applicable)

It will be your job to monitor and support Local Networks as assigned to ensure compliance of the minimum operating standards and provide support where needed. You are a leadership role model and you should help create an environment that fosters the development of leaders throughout Women's Council (*network name*).

(name) State Liaison:

You will Monitor and support the Local Network(s) and ensure compliance with Local Network operating standards. It is important that you act as the conduit of information between Local, State and National on network issues, trends and accomplishments. You are a leadership role model and you should help create an environment that fosters the development of leaders throughout Women's Council (*network name*).

(name) Treasurer:

It is your duty 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.

(name) First Vice President:

In your job you will oversee Local Network support initiatives. You will manage key State Network governance processes, such as elections, records maintenance, as well as, proper reporting and State Network compliance with all state and federal laws and regulations that impact non-profit organizations. You are a leadership role model, therefore you should help to create an environment that fosters the development of leaders throughout Women's Council (*network name*).

(name) President-Elect:

You will support the President in fulfilling their duties, build leadership skills and prepare to assume the presidency in (*year*). You should also be working on developing and maintaining productive relationships with Strategic Partners to ensure satisfaction and support for State Network activities. Along with the Leadership Team, you are a role model and should create an environment that fosters the development of leaders throughout Women's Council. (*network name*).

.....and Ladies and Gentlemen let's bring up your (*year*) President....

(name) President:

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 (*year*).

You will provide leadership and direction for the State Network, keeping your team focused on the mission of the Council and the *strategic* 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 **Women's Council of REALTORS®** (*network name*), dedicated to the best interests of the profession and the welfare of your members.

To all of the Leadership Team:

As the (*year*) 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.

(optional committee acknowledgement)

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

- State Nominating Committee *(You can introduce each if that is desired)*
- State Leadership Identification & Development
- State Budget & Finance
- State Past President Advisory
- Strategic Planning Committee

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 **(year) Women's Council of REALTORS® (network name)** Leadership Team.

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