

Ceremony for the Installation of Officers

Our purpose in EGA is to learn, to teach, to explore the world of embroidery, to enjoy the fellowship of other stitchers, and to share our art with the wider community. We are best able to accomplish these things through organization from the national level on down to the chapter level. But organization by its very nature requires paperwork, planning and direction. Thus we elect officers from among our community of stitchers to carry out these tasks. They work voluntarily, forgoing the pleasure of stitching, in order to fulfill the responsibilities of administration. As we prepare to install new officers we thank the people who are leaving office. (At this point names may be mentioned) For their service we are truly grateful.

President

_____ Would you please step forward. As president you will have general direction of the affairs of the chapter. You will preside at all chapter, board and executive committee meetings. You will appoint the committee chairmen and serve as an ex-officio member of all committees. You will pay our bills in the absence of the treasurer and sign all contracts as the legal representative of the chapter.

Do you accept this office with its duties and responsibilities and pledge to perform to the best of your ability?

You are duly installed as President. Congratulations and please accept this pin as a symbol of your office. Wear it with pride when ever you represent our chapter as its ambassador. Also, please accept this (gift) as a token of our appreciation for your service.

Vice President

_____ Would you please step forward. As vice president you will serve as a voting member of both Corning Chapter's Board of Directors and the Executive Committee. You will assist the president and in her absence you will preside at business meetings, and serve in her stead, to exercise and discharge such duties as may be required. In addition, you will serve as our Chapter's education chairman where you will work in cooperation with our program chairman to provide stimulating educational opportunities for our members.

Do you accept this office with its duties and responsibilities and pledge to perform to the best of your ability?

You are duly installed as Vice President. Congratulations and please accept this (gift) as a token of our appreciation for your service.

Secretary

_____ Would you please step forward. As vice president you will serve as a voting member of both Corning Chapter's board of directors and the executive committee. You will record accurate minutes at all chapter and board meetings and distribute copies to the president, region director and region representative. In addition, you will maintain an archival file of chapter minutes as

the permanent, formal, official record of the chapter business, write correspondence for the president as requested and send cards for best wishes or condolences from the chapter as appropriate.

Do you accept this office with its duties and responsibilities and pledge to perform to the best of your ability?

You are duly installed as secretary. Congratulations and please accept this (gift) as a token of our appreciation for your service.

Treasurer

_____ Would you please step forward. As treasurer you will serve as a voting member of both Corning Chapter's board of directors and the executive committee. You shall be the custodian of the chapter funds, receive the dues, keep a proper set of books, pay bills, present at every general and board meetings a written report of the chapter's financial status and send a report to the region director monthly. You shall furnish the national office an audited report of the finances of the chapter by February 15th of each year.

Do you accept this office with its duties and responsibilities and pledge to perform to the best of your ability?

You are duly installed as treasurer. Congratulations and please accept this (gift) as a token of our appreciation for your service.

Region Representative

_____ Would you please step forward. As region representative you will serve as a voting member of both Corning Chapter's board of directors and the executive committee. As a voting member of the Mid-Eastern Region board of directors you will represent our chapter's interests and cast our vote at the region meetings held twice each year. You will attend both our chapter's board and general meetings to report on region news, meetings and activities as well as requesting chapter newsletter space to keep our members informed about region issues. You will inform the region director and region newsletter editor about chapter news, especially that of region interest, such as visiting teachers, workshops or exhibits.

Do you accept this office with its duties and responsibilities and pledge to perform to the best of your ability?

You are duly installed as region representative. Congratulations and please accept this (gift) as a token of our appreciation for your service.