# Officer Installation Ceremony

**DECA Advisor**: Members of XXXXXXXX High School DECA, it is my pleasure at this time to present your new officer team for the 20\_\_-20\_\_ year—duly elected and entrusted with the administration of this organization during the coming year. Will incoming officers please stand.

“Miss President, \_\_\_\_\_\_\_\_\_\_\_, you have been chosen by your chapter members of this chapter of XXXXXXXX DECA to lead this organization for the following year. In electing you president, we have indicated our faith in your qualities of leadership, responsibility, diplomacy, and intelligence, and hereby entrust you with the future administration of the chapter.

“As president, you will preside over all the meetings of this chapter and will be responsible for our progress during the coming year. We will look to your leadership in all endeavors. If you are willing to accept this responsibility, please raise your right hand and repeat after me:

*(President repeats),* “I understand the honor and responsibilities which have come to me as president/ of this chapter of DECA/ and do solemnly and sincerely promise/ to accept and fulfill these responsibilities/ to the best of my ability.

*Shake hands with the president and present her with the gavel and DECA pin.*

“Will {VP name} come forward?”

“You, {VP}, have been chosen as Vice President of this chapter of DECA by your fellow members. Thus, They have demonstrated their confidence in your responsibility to assume the leadership of this organization in the president’s absence. It shall be your duty to assist the president whenever called upon to do so and to serve as chairman of all meetings of this chapter in the absence of the president. If you are willing to accept these responsibilities, please raise your right hand and repeat after me:

(*Vice president repeats)*, “I understand fully the responsibilities/ of the office of vice president/ and hereby promise/ to accept these responsibilities/ to the best of my ability.

*Shake hands with the vice president and present her with the officer’s pin.*

“Will {Secretary Name} come forward?”

“You, {Secretary} have been chosen by fellow members as secretary of this Chapter of DECA. As secretary, you will be responsible for the records of this organization and keeping of accurate minutes. You will also be called upon to carry on all official correspondence. You will keep an accurate list of members and furnish members with membership cards.

If you are willing to accept these responsibilities as secretary, please raise your right hand and repeat after me:

(*Secretary repeats*) “I fully understand the responsibilities/ of the office of secretary/ and hereby promise/ to accept and fulfill these responsibilities/ to the best of my ability.”

Shake hands with secretary and present her with the minute book and officer’s pin.

“Will {Treasurer Name} please come forward?”

You, {Treasurer} have been chosen by your fellow members as treasurer of this Chapter of DECA. As treasurer, your duties will require you to keep accurate records of all receipts and disbursements of this chapter and be ready at all times to give a report of its financial condition. If you are willing to accept those duties, please raise your right hand and repeat after me:

(*Treasurer repeats*) “I fully understand the responsibilities/ of the office of treasurer/ and hereby promise/ to accept and fulfill these responsibilities/ to the best of my ability.”

Shakes hand with treasurer and present her with the officer’s pin.

“Will {Historian Name} please come forward?”

You, {Historian} have been chosen by your fellow members as Historian and of this chapter of DECA. As Historian your duties require you to keep an accurate history of your chapter activities. To collect pictures, brochures, and programs of the chapter’s work throughout the year and to complete the DECA scrapbook to preserve the events for future DECA members to see. You are to be entrusted with the DECA camera and the scrapbook. If you accept the responsibilities of this office, please raise your right hand and repeat after me:

*(Historian repeats)* “I understand fully the responsibilities/ of the office of Historian/ and hereby promise/ to accept and fulfill these responsibilities/ to the best of my ability.”

Shake hands and give officers pins, camera, and scrapbook.

“Will {Reporter Name} please come forward?”

You, {Reporter} have been chosen by your fellow members as Reporter of this Chapter of DECA. You will be responsible for gathering chapter news and reporting it to the local paper, district, and to our state association. If you accept the responsibilities of this office, please raise your right hand and repeat after me:

*(Reporter repeats)* “I understand fully the responsibilities/ of the office of Reporter/ and hereby promise/ to accept and fulfill these responsibilities/ to the best of my ability.”

Shake hands and give the reporter, her officer pin, and notebook and pen.

“Will {Sgt. At Arms Name}, please come forward?”

{Sgt. At Arms}, you have been chosen by your fellow members as Sgt.-at-arms of this chapter of DECA. Your responsibilities are to control meetings in order to assist the president in having expedient business sessions. If you accept these duties as Sgt.-at-arms, please raise your right hand and repeat after me:

*(Sgt.-at-arms repeats)* “I understand fully the responsibilities/ of the office of Sgt.-at-arms/ and hereby promise/ to accept and fulfill these responsibilities/ to the best of my ability.”

Shake hands and present pin.

**DECA Advisor**: Will the newly installed 200\_-200\_ DECA Officers please stand? These are the leaders of the XXXXXX DECA organization. I challenge them to work hard, achieve much, and be the leaders of tomorrow. I challenge you, the members, to join them, Respect them, work with them, and help to make our club the best it can be. Congratulations to all the DECA Officers.

“I now turn this meeting over to your president, {President}.”

President goes to podium, thanks members for coming, adjourns the meeting by hitting the gavel once on the podium. Then say “refreshments will now be served in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please join us now as we move to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”