

**AAUW Island Branch
Officer Installation Oaths
Format for all Offices**

As members of AAUW we take pride in the contributions of our organization to the support of women’s scholarship and equity in the workplace at both the Association and the Branch levels.

Our success is possible only with the commitment of our membership under the direction of capable leaders. Today I ask you to give your newly-elected officers your promise of support.

As the officers to be installed are recognized, please step forward.

....., as Treasurer you are charged to manage and report on the financial transactions of the Branch and maintain accurate financial records.

....., as Secretary, you are charged to keep the minutes of all Board meetings, maintain a list of all branch officer and committee chairs and keep available a copies of the Association, State and Branch by-laws.

....., as Vice Presidents of Membership you are charged to take steps to ensure the recruitment, orientation and retention of the branch membership.

....., as Vice Presidents of Programs you are charged to arrange a series of programs that educate, entertain and enlighten the lives of the membership.

....., as Vice President you are to support the President as needed, with the president, represent the branch to the state, the national organization and the community, act as point person for those wishing to make philanthropic donations to the branch.

....., you have received the trust and confidence of the Whidbey Island branch of AAUW to be our new president. You are to preside at meetings of the branch and the board. You are to be the official representative of the branch to the state, the national organization and the community. You are to appoint and support committee chairs and be a member of all committees except the nominating committee. You are to promote the goals, policies and programs of AAUW.

Do all members of the Board agree to perform the duties of the offices to which they have been elected to the best of their abilities?

Wait for Board member agreement

I declare these officers duly installed