

SPICE IT UP - "CHEF THEME"

BEFORE MEETING:

Get 6 small plastic baggies and label: **LEADER - MACE; CO-LEADER -CHIVES; TREASURER - MINT; SECRETARY - ROSEMARY; WT. RECORDER - SAGE; ASST. WT.RECORDER - SAGE.** See if anyone has a little of these spices/seasonings **MACE, CHIVES, MINT, ROSEMARY, SAGE.** Maybe you won't have to buy them because you only need a little to put in each bag (just to be symbolic). Tie each baggie with a pretty ribbon. Can use specific colors if you wish....

SCENE:

Officers sit in chairs to the right of the installation table. A tall Candle of Continuity is placed in the center and 6 smaller candles, one for each officer, should be on the table.

TEXT OF COMMENTATOR (PERFORMING INSTALLATION):

On behalf of all the members of (CHAPTER), I extend our sincere thanks to our retiring officers. (NAME THEM..) They have served this chapter most faithfully during their term of office and their successors have high standards to live up to, but we're sure that they will do their very best, and that's all that can be asked of them. After all, this is all based on **VOLUNTEER SPIRIT!** Thanks again, to (NAME THEM AGAIN (Outgoing officers...)). Now, let us each enter into this installation with a keen appreciation of our responsibility to bring success to our chapter during this new TOPS Year. TOPS work is a partnership of sharing and caring. Your executive needs your cooperation and support. There may be differences of opinion as the year progresses, but if there is a mutual confidence and honesty of purpose, our chapter will continue to grow and flourish. Most of us have many roles in life; membership in TOPS is one of these. Tonight we will look at the role of the "Chef" for our installation theme. A good recipe calls for certain ingredients, and they must be combined together in just the right way. This gives perfect results. There must be harmony in the seasonings, and a little garnish adds a lot, but it must not detract from the main ingredients. In our chapter, each member should contribute to the whole result according to her well-seasoned talents. May no member want to act simply as a "garnish" and assume a role that is only one of decoration. Each one must realize that only with a blending of efforts can we best serve, and no member should be overworked so as to oversee her creation. Before we conduct the formal installation, we will now present this year's executive of (CHAPTER).

Will (WEIGHT RECORDER - NAME) please come forward? For you, as weight recorder, we have sage. Sage is a very strong seasoning noted for its healing power. May you work wisely, showing good judgment and exercising a keen perception to

aid your leader in keeping our chapter in good health. May you also exercise the sensitivity necessary in your most important role as weight recorder.

Will (ASST. WT. RECORDER - NAME) please come forward? For you, as assistant weight recorder, we also have sage. May you work wisely, showing good judgment and exercising a keen perception to aid your leader in keeping our chapter in good health. May you also exercise the sensitivity necessary in your most important role in assisting the weight recorder.

Will (TREASURER - NAME) please come forward? For you, as treasurer, we give you mint. May our treasury always be as green as the living plant and as rich as the flavor of mint?

Will (SECRETARY - NAME) please come forward? For you, as secretary, we have rosemary. Rosemary is a symbol of remembrance and constancy. May you record all chapter business accurately and be constant in keeping notes and minutes so that your chapter history will always be available to be remembered.

Will (CO-LEADER - NAME) please come forward? For you, as co-leader, we have chives. Chives are an herb with a delicate onion flavor, enjoyed even by those who dislike onions. Chives are most productive in their growth. As co-leader, you will grow all year with your leader and will share in the delicate flavor that results with another successful year.

Will (LEADER - NAME), please come forward? For you, as leader, we have mace. Mace is not a common seasoning. Also it is not just a seasoning, for during the Middle Ages, a mace was a weapon or a club. Since that time, its definition has been redefined to mean a staff that is used as a symbol of authority. So you will use your authority "thymely" and "gingerly" and be "sage" in your judgments.-

FORMAL INSTALLATION CEREMONY:

Will (WT. RECORDER - NAME) please step forward? As Weight Recorder, you are responsible for weekly weigh-ins and maintaining all members' weight records. You must keep these records on all designated forms. You are also responsible for studying and following accurately all current TOPS Rules applying to weight records. (NAME), do you accept the responsibilities of this office? (She responds I DO.) (Hand her a candle.) I hereby install you as Weight Recorder of our chapter, (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service. (She remains standing at far right with her candle.)

Will (ASST. WT. RECORDER - NAME) please step forward? As Assistant Weight Recorder, you are responsible for assisting the Weight Recorder with weekly weigh-ins and maintaining all members' weight records. You shall also fulfill the duties of the Weight Recorder in her absence. (NAME), do you accept the responsibilities of this office? (She responds I DO.) (Hand her a candle.) I hereby install you as

Assistant Weight Recorder of our chapter, (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service. (She remains standing at far right with her candle.)

Will (TREASURER - NAME) please step forward. As Treasurer you shall have charge of all chapter receipts and disbursements, and be responsible for keeping complete and accurate books and do banking on behalf of the chapter. The Treasurer shall make reports as required at chapter meetings on the financial status of the chapter. The Treasurer shall promptly forward all membership and maintenance fees to the Coordinator. (NAME), do you accept the responsibilities of this office? (She or he answers, I DO.) (Hand her a candle.) I hereby install you as the Treasurer of our chapter (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

Will (SECRETARY - NAME) please step forward? As secretary, you will keep accurate minutes at every meeting, being specific on names, dates, motions, etc. You will prepare a clear and concise report of the meeting to be read at the following meeting. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) (Hand her a candle.) I hereby install you as Secretary of our chapter (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

Will (CO-LEADER - NAME) please step forward? As Co-Leader you will assist the leader in the execution of her duties. You will help her with ideas and assist in carrying out chapter plans. You shall preside at all meetings in the absence of the Leader and shall succeed to the office of Leader in the permanent absence of the Leader. You shall also temporarily assume the duties of the secretary in her absence. (NAME), do you accept the responsibilities of this office? (She answers, I DO.) (Hand her a candle.) I hereby install you as the Co-Leader of (CHAPTER NAME). Please light your candle of continuity as a symbol of your continuing loyalty and service.

(LEADER - NAME), please step forward.

As a good leader, you determine the wishes of the majority and disregard any conflicting personal preference in order to carry through the wishes of the majority while adhering to the goals and philosophies of TOPS Club Inc. You must be punctual and start meetings promptly. You must not waste time. You must strive to have each member participate, and guide the meeting away from senseless discussions. You must bring aimless discussion back to the purpose of the meeting and develop the idea that will be helpful and an inspiration to all. You must be enthusiastic about TOPS and your leadership. You must never allow yourself to be listless, indifferent or preoccupied during the meeting, as all are influenced by your attitude. You must make thorough preparations for meetings. Always have the chapter in mind as you prepare, considering their interests and needs and promote variety as much as possible in order to avoid boredom. As leader, you should not be

absent unless it is absolutely unavoidable. If you are to be absent, you must arrange to have the co-leader substitute for you. You must insist on well-kept weight records and be knowledgeable about rates of progress. Your members will strive to do well when you are aware of their efforts and are interested enough to take note.

Conversely, you must be able to quietly and privately help those in difficulty.(NAME), do you accept the responsibilities of this office? (She answers, I DO.)Please light your candle of continuity as a symbol of your continuing loyalty and service. I hereby install you as leader of TOPS (CHAPTER NAME).

NEW LEADER NOW SAYS:

We have all lit our candles of continuity and have been duly installed as officers. Could you please repeat the following pledge with me: (NEW EXECUTIVE OFFICERS REPEAT WITH LEADER...)

I pledge myself as an officer of TOPS (CHAPTER NAME). I will perform responsibly the duties of my position. I will be true to TOPS, obey all TOPS rules and help myself and my fellow members toward our common goal. I will work in unity and common concern with my fellow officers and members. I will do my best to encourage good will in this chapter and advance its worthy work. Will all members please stand? (Turn out the lights.) We are proud to be your new Chapter Executive. We need your complete understanding and co-operation during the year ahead and we have a right to expect your assistance in the work we are undertaking. Do you promise to give us your understanding, cooperation, respect and assistance?

(Chapter members respond: WE DO.)

THANK YOU....(Have Executive extinguish candles first and turn lights back on.)

Now could we all please sing the TOPS Enthusiasm Song