Installation of Officers
The Mended Hearts, Inc.

It is my privilege to be here with you tonight to install the officers of Mended Hearts, Inc., Chapter #_____ for the coming term of office.

At this time I will ask the newly elected officers to come forward.

The fact that each of you has been elected bears witness to the trust that your chapter has in you. They are confident that you can be depended upon to serve this chapter and the of Mended Hearts. The fact that you agreed to serve attest to the devotion you all have in our motto, “It’s great to be alive and to help others!” Mended Hearts is dedicated to serving heart disease patients and their families. Support and encouragement is offered to patients and families through hospital visiting programs and through monthly meetings. As newly elected officers of this chapter, you have accepted the responsibility for managing this commitment.

I will outline the duties of each officer and then present them with a RED ROSE, the official flower of Mended Hearts. It is the symbol of love and courage.

(Call the name of each officer and read description and duties of each. Then present them with a red rose.)
PRESIDENT

The chapter President is the Chief Executive Officer of the chapter and should preside over all chapter meetings. The President is responsible for keeping order and enforcing all rules relating to debate. The President also has the authority to delegate all or any part of their duties to any Vice President or to any office as determined by him/her self.

Duties of the President are:

1. To open and close all chapter meetings at appointed times.
2. To conduct business in every way compatible with the rights of the chapter members.
3. To carry out all resolutions duly adopted by the chapter membership or by the chapter’s Executive committee.
4. To know the chapter bylaws, other rules of the chapter, rules of The Mended Hearts, Inc., especially those rules regarding visiting.
5. To call special meeting of the chapter or of the Executive Committee as necessary to meet the needs of the chapter or of The Mended Hearts, Inc.
6. To provide for elections of chapter officers at annual meeting of the chapter.
7. To prepare or to assist in the preparing reports to The Mended Hearts, Inc.
8. To appoint committees, committee chairpersons and other non-related officers.
9. To guide other chapter officers and committee chairperson and to assist them in their work, EXCEPT the nominating committee.

Do you _____ (name) pledge to perform your duties to the very best of your abilities? If so, please answer “I WILL.” (Give them a rose.)
Vice President

In the absence of the chapter President, the Vice President(s) (in order of rank) has the authority to perform all duties of the President.

Duties of the Vice President:

1. Your duties will be assigned to you by the chapter President or by the Executive Committee.
2. The Vice President should assist the President in ALL chapter activities.
3. The Vice President (in many chapters) also serves as the Program Chairperson.
4. They (the President and Vice President) work as a TEAM. The Vice President must be ready to take charge if needed.

Do you ______ (name) pledge to perform your duties to the very best of your abilities? If so, please answer “I WILL.” (Give them a rose.)
Treasurer

The chapter Treasurer is entrusted with the custody of the chapter funds and has the general control and supervision of the financial records of the chapter. The chapter Treasurer normally has the usual authority and duties to give receipts in the chapter’s name. The Treasurer should report to the membership the financial status of the chapter at the regular meetings or whenever a Treasurer’s report is called for. This may consist simply of a verbal statement of the cash on hand or a condensed written financial statement. The Treasurer’s report MUST be given in accordance with the chapter bylaws.

Duties of the Treasurer:

1. At regular meetings, report to the membership the financial status of the chapter.
2. Complete the annual chapter financial report.
3. Report to National any deceased member and any name and/or address change.
4. Deposit chapter funds in a bank. Pay bills that have been approved by the Executive Committee.
5. Collect and send all dues to the National office.

Do you ______ (name) pledge to perform your duties to the very best of your abilities? If so, please answer “I WILL.” (Give them a rose.)
Secretary

The chapter Secretary is the recording officer of the chapter and the custodian of its records, except those specifically assigned to others (e.g. the Treasurer’s books). The chapter Secretary shall record the minutes and activities of the chapter, send out calls for the meetings and arrange for the writing of correspondence.

Duties of the Secretary:

1. Record the minutes of meetings and actions of the chapter.
2. Keep and publish the chapter’s official membership roll unless this has been delegated to someone else (Treasurer or Membership Chairperson).
3. Arrange for the writing of official correspondence and maintain the files and papers of the chapter, including chapter Bylaws, rules, and minutes.

Do you ______ (name) pledge to perform your duties to the very best of your abilities? If so, please answer “I WILL.” (Give them a rose.)
Visiting Chairperson

You are the Spirit of your working group. It means loyalty to your chapter, your visitors and the organization of Mended Hearts. You have a very important job!!

Duties of the Visiting Chairperson:

1. Lead by example.
2. Know your job thoroughly.
3. Know your visitors. Good relations are needed at all times.
4. Make sure each visitor is treated fairly as an individual and as a group member.
5. Make sure your visitors know the real goals of their work and that you have confidence in their ability.
6. Make sure each visitor has a sense of belonging, and knows how to make a proper visit.
7. Give special though and attention to new visitors, and be willing to LISTEN.
8. Discourage rumors and gossip, and get the other visitor’s point of view.
9. Welcome suggestions and discuss them with an open mind.
11. Above all, give recognition where recognition is due.

Do you ______ (name) pledge to perform your duties to the very best of your abilities? If so, please answer “I WILL.” (Give them a rose.)
Will all members of Chapter #______ please rise.

You have entrusted to these officers the responsibilities of your chapter and they have pledged themselves to perform their duties to the very best of their abilities. For them to succeed, and for your chapter to succeed, these officers must have the support of each of you.

Will you, the members of Chapter #______ pledge you support and assistance to these officers and to your chapter? If so, please answer, “I WILL.” You may be seated.

It is my pleasure and honor to declare these Mended hearts members duly installed into the offices of Chapter #______ to which they have been elected.

Please join me in giving them a round of applause.

Now I turn the remainder of the meeting of Mended Hearts Chapter #____ over to your new President ____________!