



SUGGESTED SWEARING-IN PROCEDURE for NEW OFFICERS AND TRUSTEES (DIRECTORS)

The following procedure is used by the National Association Benefits and Insurance Professionals for swearing in newly elected officers and trustees at the annual meeting and symposium. State and local associations may want to use it, or some adaptation of it, for their own swearing in ceremony:

ADMINISTERING THE OATH

Person administering the oath comes to the microphone and tells the assembled membership that this ceremony is the most important of all association functions. It places the responsibility and authority of leadership upon these elected officials and establishes a bond of commitment between them and the membership.

Tells the new officers and trustees (directors)

“Please stand as your name is called, take your place in front of the head table, and face the assembled membership. If you are seated at the head table, please rise and stand in place behind your chair.”

Asks membership to

“hold applause until the swearing in ceremony is completed.”

Slowly and clearly reads the names and offices they will hold, allowing enough time for the individual to be recognized, and is careful not to let their name or office run into the next introduction.

WHEN ALL IN PLACE

Asks association members to stand and face the new officers and trustees (directors).

PLEDGE OF THE MEMBERSHIP

To the membership,

“As a member of the National Association Benefits and Insurance Professionals _____ chapter, will you pledge your support and encouragement in helping these officers and trustees (directors) about to be installed? If so, please signify by saying, I will.”

“Thank you. Please be seated.”

SWEARING IN

To the new officers and trustees (directors):

“As this membership has just pledged their support to you, do you pledge to fulfill your individual

responsibilities in representing the National Association Benefits and Insurance Professionals _____ chapter and the National Association Benefits and Insurance Professionals; and to conduct yourselves in the best interest of the membership and the consumers they serve? If so, please signify by saying I will.”

CONCLUSION

“Let me congratulate and wish each of you every success possible.”

Leads membership in applauding the new officers and trustees (directors). When applause begins to die down, gives a sign to the officers and trustees (directors) that they may return to their seats. Turns microphone over to the master of ceremonies.

END