

Installation of Officers

Marshal





Installation Ceremony of Officers



1. **President:** Opens the meeting
 - Opening prayer
 - Introduction of the Installing Officer
 - Meeting is turned over to the Installing Officer
2. The **Installing Officer** appoints an acting **Marshal** to assist him.
3. The **Installing Officer** asks the outgoing officers to surrender the Officers' Medallions to the acting **Marshal**.
4. The **Installing Officer** will call the names of the newly elected officers.
 - As each officer's name is called he will rise.
 - The acting **Marshal** will escort him from his place to the center table.
 - The newly elected officers will form a line before the center table.

INSTALLING OFFICER

8	7	6	5	4	3	2	1
PRES	V PRES	REC SEC	FIN SEC	TREAS	CHM STD	MARSH	SEN
ACTING MARSHAL						ACTING MARSHAL	

(Positioning of Officers during Installation ceremony)

5. **Installing Officer:** Instructs new officers in their responsibilities

“The duties of the President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Chairman of the Standing Committee, Marshal and Sentinel shall be as described in the appropriate Sections of the Ancient Order of Hibernians Constitution, Article X.”

“Certain Officers are required to give reports at each Division meeting; the Marshal and Sentinel are responsible for the decorum at meetings. All Officers must surrender to their successors (or to those duly authorized to receive them) properties, funds, and records of the Division at the expiration of their term, or when directed to do so by their superior Officers.”



Installation Ceremony of Officers



“If any Officer cannot attend (or will be late for) a meeting, he should try to contact the President or another Officer. It is the duty of all Officers to attend the meetings of the (name) Division of the AOH and the Florida State Board to enable such bodies to function properly.”

“Brothers, you have been selected the chosen ones among your fellows to guide and inspire this Division by example and word.”

“Your official positions are simple, yet onerous, because on the performance of your duties depends the future welfare of the body for which you are now responsible.”

“To appreciate the gravity of your position it is necessary to bind you by a solemn obligation.”

6. The acting **Marshal** then places the officers in position for Installation as marked in the diagram below.

