



Installation Ceremony for KEHA Club, County, Area, and State Officers

**Hooray for KEHA!!
2026-2027**

ITEMS NEEDED

Educational Chairs – party noise makers
Treasurer – sweatband
Secretary – dry erase board or clipboard
Vice President(s) – toy horn
President – coach's whistle

SCRIPT

The installation of new officers is a time to reflect upon past accomplishments and look forward to new inspirations our elected leaders may bring. We want to thank those who have shared their leadership with KEHA by faithfully serving. You have wowed us with outstanding service and helped set the stage for a positive future.

The theme for the Kentucky Extension Homemakers Association this year is “Hooray for KEHA.” You, as officers and chairpeople, are expected to know the requirements of the position for which you are being elected, to use your unique skill sets, and to be willing to do what it takes to get the job done. Let the items you receive as part of today's installation be a reminder of your unique duties and responsibilities.

There are many ways to cheer for KEHA. Some use their voice to shout “Hooray for KEHA.” Some use a smile or a kind word. Some use pictures or articles to share the good of KEHA. Some use their skills and knowledge to promote KEHA. Every member of this organization has gifts to share and their own unique way to cheer for KEHA. We ask you as new officers to teach and train your members to be cheerleaders and promoters of all things KEHA. We must celebrate KEHA and share our enthusiasm if we want to be successful.

Would all newly elected officers and chairpeople please come forward? <Ask the individuals to be installed to line up in order, beginning with educational chairpeople.>

The members have faith and confidence in your ability and have selected each of you to lead the great work of this organization. Your willingness to serve and to fulfill your duties to the best of your ability is the first step toward a successful term. We will begin our installation with the Educational Chairpeople.

Educational Chairpeople

<Read the names and positions>, would you please step forward?

As you accept this office and plan your three-year Program of Work, remember to use the enthusiasm and joy of the people at your disposal and cheer on new ones in your clubs and communities. Plan programs that are helpful and meaningful to your members and emphasize sharing and celebrating the things they learn at your programs. In KEHA, each educational chairperson is charged with developing, implementing, and evaluating programs related to their specific focus. Shine a light on the different areas and celebrate the successes. Please accept these **noise makers** as you share the message about your programs far and wide. Do each of you promise to faithfully perform your duties, providing unique activities and programs for our members? <Response: "I will." Present the gift to each chair.>

Treasurer

<Name of treasurer>, would you please step forward? Your job requires knowledge of banking, finance, or accounting. You must display integrity and honesty in your job. Everyone depends on you to be steadfast and accurate. Keep your bookkeeping system orderly and your calculator handy. The treasurer is charged with accurately managing the organization's finances, tracking expenses, and ensuring all funds are accounted for. Please accept this **sweatband** as it symbolizes the blood, sweat, and tears given in the performance of your job. Do you promise to perform your duties faithfully and diligently as treasurer? <Response: "I will." Present the gift.>

Secretary

<Name of secretary>, would you please step forward? Please accept these **clipboard or white board** as a way to keep score in your celebration of accuracy, efficiency, punctuality, and needed correspondence. As the secretary, you will keep the minutes of all the meetings. These become permanent records and celebrate the achievements of our organization. As secretary, you are charged with combining the business actions from each meeting into concise and accurate minutes and maintaining the organization's records in a cohesive system. Do you promise to perform your duties to the best of your ability? <Response: "I will." Present the gift.>

Vice President(s)

<Name of Vice President(s)>, would you please step forward?

1st Vice President: You are loyal, dependable, stable, organized, and willing to step up when needed. As the 1st Vice President you are the right-hand person to the President to help your club celebrate and promote KEHA.

2nd Vice President: You are friendly, outgoing, and capable of cultivating memberships. As 2nd Vice President you are charged with collecting new friends to promote our KEHA membership. In KEHA, vice presidents are typically charged with coordinating membership recruitment and leading program planning. Use the celebration of friendship, cooperation, loyalty, and accuracy to assist the president and to perform your duties. Please accept this **toy horn** to toot your own horn and celebrate your office. Do you promise to faithfully perform the duties of your office?

<Response: "I will." Present the gift.>

President

<Name of President>, would you please step forward? Please use this **coach's whistle** to call the shots and to offer encouragement to the team and lead this organization. Use the helpful tools such as the KEHA manual and *Robert's Rules of Order* to celebrate and promote KEHA. As president, you are charged with leading our membership, coordinating a variety of activities, and infusing those activities with energy and enthusiasm. Do you pledge to use your knowledge and skills to provide leadership today and into the future? <Response: "I will." Present the gift.>

All

Members, please stand with us. As we learn, grow, and celebrate everything that we have in KEHA, we become strong individuals and leaders. Members, do you promise to use your talents to contribute to the success of our organization and to support these leaders as they perform their duties? <Response: "Yes.">

By the authority vested in me as the installing officer, I now declare these officers of the <club/county/area> as duly installed. Congratulations and best wishes!