

## INSTALLATION OF LOSH EXECUTIVE COMMITTEE

Installing the newly elected Executive Officers for the Ladies of Sacred Heart is a big part in our annual renewal process. It is a time when leadership is passed from the current officers to a new set of officers, eager to place their plans and ideas into action. It's also a time when the accomplishments of your present officers are recognized and thanked for a job well done. This ceremony is the beginning of a new year of fun and fellowship for everyone.

### PRESIDENT

Xxxxxxxxxx, you have been elected as President of the Ladies of Sacred Heart. We recognize your loyalty to the purpose of LOSH and the dedication to upholding the By-Laws of the Ladies of Sacred Heart. You will carry out your duties through the volunteer help of your Executive Committee, Guild Captains and various committees who will look to you for your guidance.

DO YOU ACCEPT THIS RESPONSIBIITY AND PROMISE TO FULFILL TO THE BEST OF YOUR ABILITY THE DUTIES OF PRESIDENT?

IF SO, ANSWER, "I DO."

### VICE PRESIDENT

xxxxxxxxxx, you have been elected as Vice President of the Ladies of Sacred Heart. Members have chosen you for this office knowing you have the ability to fulfill the duties of the office which includes assuming the duties of President in her absence. You will work closely with the President for the benefit of LOSH.

DO YOU ACCEPT THIS RESONSIBILITY AND PROMISE TO FULFILL TO THE BEST OF YOUR ABILITY THE DUTIES OF VICE PRESIDENT?

IF SO, ANSWER, "I DO."

### SECRETARY

xxxxxxxxxx, you have been elected as Secretary for the Ladies of Sacred Heart. Members have chosen you for this important office whose duties include recording and transcribing minutes of all Executive Committee, Executive Board and General Meetings of LOSH. You are custodian of these important records of all actions, decisions and policies and will make them available via the website to all the membership. You are also Corresponding Secretary whose duties include providing prompt and courteous responses to all communications.

DO YOU ACCEPT THIS RESPONSIBIOLITY AND PROMISE TO FULFILL TO THE BEST OF YOUR ABILITY THE DUTIES OF SECRETARY?

IF SO, ANSWER, "I DO."

## TREASURER

xxxxxxxxxxxxx, you have been elected to serve as Treasurer of the Ladies of Sacred Heart. Members have chosen you to be the guardian of our finances, to collect, disburse and maintain accurate records of these transactions. You will work hand-in-hand with the Financial Reporter providing her with copies of monthly transactions, serve on the Budget Committee as well as the Funds Distribution Committee. You will also provide support to Guild Treasurers and their training if needed.

DO YOU ACCEPT THIS RESPONSIBIITY AND PROMISE TO FULFILL TO THE BEST OF YOUR ABILITY THE DUTIES OF TREASURER?

IF SO, ANSWER, "I DO."

## FINANCIAL REPORTER

xxxxxxxxxxxxx, you have been elected to serve as Financial Reporter of the Ladies of Sacred Heart. Members have chosen you to be responsible for recording financial transactions and reconciling monthly statements and providing same to the Board of Directors as well as members of LOSH. You will work hand-in-hand with the Treasurer as well as be part of the Budget Committee and Funds Distribution Committee. You will arrange for an annual review of the books by a qualified third party member.

DO YOU ACCEPT THIS RESPONSIBIITY AND PROMISE TO FULFILL TO THE BEST OF YOUR ABILITY THE DUTIES OF FINANCIAL REPORTER?

IF SO, ANSWER, "I DO."

In accordance with the By-laws of the Ladies of Sacred Heart, these members have been elected and installed as Officers to lead LOSH during the next year.

Please accept our congratulations to each of you. May your term of office be one of deep satisfaction and provide you with the knowledge of a job well done.