Introduction

Every flower needs room to grow, but here at TOPS we prefer to grow together. Each member of our chapter plays a crucial part in making this whole process successful. Just as a flower needs a support system to help reach its full potential, we as a chapter need our officers to motivate, inspire and grow with us. Let’s take a moment to say “thank you” to these generous individuals.

(Ask outgoing officers to stand to receive a round of applause.)

Activity

Would each of the incoming officers stand up at this time?

Installation of Leader

(Hold up the container.)

Materials:

• officers’ position descriptions that may be copied from the TOPS Chapter Manual, Making Your Chapter Great, Chapter 4.
• props for each officer installation: container, potting soil, water, fertilizer, a smiling sun cutout and seeds. Flowers, ribbons or other decorative features are a welcome addition.

Preparation:

Give each new officer a copy of his or her position description. Hold up the appropriate prop as you introduce the officer. Also give each chapter member a seed.

Our Garden Grows Together

Installing Your Chapter’s New Officers

Adapted from TOPS Member Linda Dodson, TOPS AZ 0069 Casa Grande

The officers of TOPS AZ 0069 Casa Grande support their chapter members.
(Name of new Leader), will you please come forward? As the new Leader of our TOPS chapter, you will be acting as the container that holds us all together. You will give shape and direction to each member’s TOPS journey, as well as your own. Do you accept the duties of this office?

Installation of Co-Leader

(Hold up potting soil.)

(Name of new Co-Leader), will you please come forward? As our new Co-Leader, you will work closely with the Leader and will be ready to take his/her place whenever necessary. Like the soil that supports and sustains each plant, the Co-Leader is not only helpful to our chapter’s Executive Committee* but is also vital to the success of our TOPS chapter. Do you accept the duties of this office?

Installation of Secretary

(Hold up water.)

(Name of new Secretary), will you please come forward? Just as a plant cannot grow without water, we as members cannot see our own growth and reach our full potential without proper documentation of our chapter’s happenings. As Secretary, you will keep minutes of all our meetings, as well as records of our contest rules. Do you accept the duties of this office?

Installation of Treasurer

(Hold up fertilizer.)

(Name of new Treasurer), will you please come forward? The fertilizer determines how much a plant can and will grow. As Treasurer, you will keep track of our finances and let us know what we have available to spend from the money we collect. Do you accept the duties of this office?

Installation of Weight Recorder and Assistant Weight Recorder

(Hold up the smiling sun cutout.)

(Closing the Ceremony)

I’m excited to introduce our new slate of officers!

(Ask incoming officers to stand to receive a round of applause.)

Every officer plays a crucial role in our weekly meetings. But remember: True success depends on all of us.

(Hold up a seed and ask members to do the same.)

Members, please stand if you are able. As a member of this chapter, you represent all of us who are encouraged to grow in knowledge and the determination to reach our weight-loss goals. Please add your seeds to our pot to remind us to use the resources available to reach these goals. As a chapter, we will continue to grow together.

*All elected officers of a chapter, together with the Weight Recorder and Assistant Weight Recorder, make up the Chapter Executive Committee.

In this installation ceremony, you may also wish to recognize additional positions appointed by the Leader, such as Web Designate, New Member Coach or Program Leader. Descriptions for these positions can be found on pages 35-38 of Making Your Chapter Great.

CHAPTER & MEMBER RESOURCES