TOPSMobile Mechanic
Chapter Officers’ Installation Ceremony

The following Chapter Officers’ Installation Ceremony—based on one submitted by Rose White of TOPS PA 1133 Bloomsburg—will help all chapters enjoy TOPS’ new theme for 2011/2012: The Road to Success. We encourage you to use it as the foundation for your chapter’s installation events in April 2011.

**Preparation:**
Choose one member who will act as the Emcee for this ceremony. The list of props consists of tools most commonly used by TOPS mechanics. You may purchase these for the new officers to keep as a memento of their installation or you may borrow the tools, reminding the new officers to return them following the ceremony.

**Props You Will Need:**

A. Key chain flashlight  
B. Thera-Bands (D-010)  
C. My Personal Journal (M-058)  
D. TOPS Tool Pen (D-034)  
E. Black-and-red pen  
F. TOPS Tracker achievement log (M-070)  
G. A TOPS award item for each former and new officer, such as On the Road with TOPS pinette (P-048) or TOPS Love Mobile charm (C-123)

**Emcee Reads Aloud:**
All of us are working diligently to take care of our TOPSmobiles (our bodies) and want to assure that they are in great working order. This is the subject of TOPS Chapter Program 80, which all of us will share in a meeting to come (or have already shared).

TOPSmobiles are quite complicated and need careful maintenance for maximum performance. A regular check-up at scheduled intervals is definitely needed. So, each week, we have a standing appointment at our local Chapter Check-In Center with
its master mechanics, our officers. Each one is a specialist and has a particular job to do in TOPSmobile maintenance and repair.

Our master mechanics for 2011 have been selected, and we will now officially place them at their work stations in our Chapter Check-In Center. They plan to be on duty and ready to serve each week throughout the new year. Will our newly elected 2011 chapter officers please come forward?

(address the new Leader)

A. Whenever anything happens to an automobile, the first thing the Check-In Supervisor reaches for is a flashlight. The flashlight is a beacon that guides the mechanic’s way and sheds light on the problems ahead. Our chapter Leader acts as our Check-In Supervisor, shining his/her light, guiding us through meetings and the problems of weight management. (Name of new Leader), do you accept the responsibility of the office of chapter Leader? If so, please respond “I do” and accept this flashlight as a symbol of your office.

(hand the new Leader the flashlight, then address the new Co-Leader)

B. A good Lead Mechanic keeps an all-in-one tool close at hand at all times because it has many uses and has the ability to change into many different tools. Our Co-Leader acts as our Lead Mechanic, as versatile as an all-in-one tool, filling any office that vacates on any given meeting day. (Name of new Co-Leader), do you accept the responsibility of the office of Co-Leader? If so, please respond “I do” and accept these Thera-Bands—one of TOPS’ all-in-one tools—as a symbol of your office.

(hand the new Co-Leader the Thera-Bands, then address the new Secretary)

C. All Auto Service Technicians keep a logbook for every automobile they work on. All the records and notes for a vehicle are kept together so nothing important gets lost or forgotten. This is why My Personal Journal—TOPS’ logbook—represents the duties of the Secretary, who keeps detailed minutes of all meetings and all correspondence together in one place, so it doesn’t get lost. (Name of new Secretary), do you accept the responsibility of the office of Secretary? If so, please respond “I do” and accept this copy of My Personal Journal as a symbol of your office.

(hand the new Secretary the My Personal Journal, then address the new Treasurer)

D. When the Body & Frame Technician reaches for a socket set and wrench kit, they need precise measurements of different sizes to remove objects from—or add objects to—the engine or frame of the automobile. The TOPS Tool Pen symbolizes the responsibilities of the Treasurer, who works with precise measurements of money of different sizes to be removed or added to the chapter treasury, which could be considered the framework of our chapter. (Name of new Treasurer), do you accept the responsibility of the office of Treasurer? If so, please respond “I do” and accept this TOPS Tool Pen as a symbol of your office.

(hand the new Treasurer the TOPS Tool Pen, then address the new Weight Recorder)

E. As a Master Mechanic needs an air pressure gauge to measure and record the pounds of pressure in the tires and how that matches up with factory specifications, the Weight Recorder, using the scale, doctor’s goal slip and an eye on our weight progress, offers encouraging words to help us keep rolling along. (Name of new Weight Recorder), do you accept the responsibility of the office of Weight Recorder? If so, please respond “I do” and accept this black-and-red pen as a symbol of your office.

(hand the new Weight Recorder the black-and-red pen, then address the new Assistant Weight Recorder)

F. The Master Mechanic is assisted in the proper recording of factory specifications by an Apprentice Mechanic. The Assistant Weight Recorder is like the chapter’s Apprentice Mechanic, watching the members lose pounds and shed inches, offering encouraging words and support, and not letting members give up in their weight-loss efforts—so we represent these duties with the TOPS Tracker achievement log. (Name of new Assistant Weight Recorder), do you accept the responsibilities of the office of Assistant Weight Recorder? If so, please respond “I do” and accept this TOPS Tracker as a symbol of your office.

(hand the new Assistant Weight Recorder the TOPS Tracker, then address the chapter)

Our TOPSmobile is complete and in good repair. I present to you your new chapter Officers for the year. Let’s give them a big round of applause! Thank you.

(hand the award items to the former and new officers)