Walking the Talk Together

Take Time to Honor Your Chapter’s New Officers

Materials:
- Officers’ position descriptions that may be copied from the TOPS chapter manual, Making Your Chapter Great, Chapter 4
- Props for each officer installation: clean pair of athletic/walking shoes, resistance band, activity journal such as My Real Progress, pedometer and SMART goal worksheet from My Day One

Preparation:
Give each new officer a copy of his or her position description. Hold up the appropriate prop as you introduce the officer.

Introduction
Take a look around the room. While we may have different individual goals, we all have one thing in common—we are all taking steps to better health. One of these steps involves taking part in TOPS President Barbara Cady’s Million-Mile Walking Challenge.

As you work to tally up miles, you’re likely finding that certain tools are necessary to make your physical activity program a success. If you think about it, each of us is so important to our chapter’s success, and today we are giving a special nod to our chapter officers. Let’s give a sincere “thank you” to our outgoing officers, whose dedication and service has helped us step toward success each week.

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

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

Installation of Leader

(Hold up the pair of athletic/walking shoes.)

(Name of new Leader), will you please come forward? As Leader, you are represented by a pair of walking shoes. Just as the right pair of walking shoes is vital to a successful exercise program, your guidance is invaluable as we all take steps toward a healthier life. And we are all looking forward to you being a great “fit!” Do you accept the duties of this office?

Installation of Co-Leader

(Hold up the resistance band.)
(Name of new Co-Leader), will you please come forward? As our new Co-Leader, your role is represented by this resistance band. A solid physical activity program needs the help of a strength component. Your versatility and flexibility is not only helpful to our chapter’s Executive Committee*, but for the strength of our chapter as a whole. Do you accept the duties of this office?

**Installation of Secretary**

*(Hold up the activity journal or copy of My Real Progress.)*

(Name of new Secretary), will you please come forward? As chapter Secretary, your role is represented by this activity journal. As we walk our way to wellness, we need to keep track of what we’re doing each week and where we’ve been. Your support and attention to summarizing the highlights of our meetings helps to keep us on track toward success. Do you accept the duties of this office?

**Installation of Treasurer**

*(Hold up the pedometer.)*

(Name of new Treasurer), will you please come forward? As our Treasurer, your role is represented by this pedometer. A good pedometer gives us more than just numbers. It gives us an accurate reading of how we’re doing with our walking program and keeps us balanced. Your attention to our chapter’s finances is more than just counting numbers; it helps keep our funds, and our chapter, fair and balanced. By having you as our Treasurer, we are truly “right on the money.” Do you accept the duties of this office?

**Installation of Weight Recorder and Assistant Weight Recorder**

*(Hold up the SMART goal worksheet from My Day One.)*

(Names of new Weight Recorder and Assistant Weight Recorder), will you please come forward? As our chapter’s Weight Recorder and Assistant Weight Recorder, your roles are represented by a SMART (Specific, Measureable, Attainable, Realistic, Timely) goal. A SMART goal gives us a clear and specific idea of where we want to go with our walking program. Your weekly diligence to recording our weights lets us know specifically how we’re doing each week, and what we may need to work on to keep on track. Your compassion and support help us all feel like we are much more than a number on a scale. Do you accept the duties of these offices?

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.

**Closing the Ceremony**

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

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

Every officer plays such an important role in our weekly meetings. But remember; The success of our chapter does not just depend on a great Leader, a great Weight Recorder or even a great program. Rather, it depends on all of us working together, supporting one another and giving our personal best to our weight-loss efforts each week.

Members, please stand if you are able. Do you promise to rededicate yourself to your personal weight-loss goals and to be supportive of one another, honest with yourself and kind to all who seek the support of TOPS? If so, say “I’ll walk the talk.”

If each of us gives our time and talents as we are able and respects the contributions of others, we will truly be “walking the talk” toward a stronger chapter and a healthier life.

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