

New Jersey Association of School Librarians

Officer Installation Ceremony

President: To the outgoing members of the Board of Trustees, thank you for your dedication, your cooperation, and your enthusiasm. You have made my term of office rewarding and enjoyable as we worked together to fulfill the purpose of this organization of which is to advocate for the high standards for school library media programs in the public, private, parochial, and charter schools in New Jersey to ensure that students and staff become effective users of information. I hope you will join me in pledging continued support to the new Board of the New Jersey Association of School Librarians. It is my pleasure and my privilege to install the new officers of NJASL. Will the officers elected this year (names of officers) please come forward?

_____, you have been elected **Member-at-Large**. It is your responsibility to carry to represent the membership at all meetings and to carry out special duties as assigned by the President. It is your responsibility to plan and coordinate the Spring Association General Meeting. Do you accept these responsibilities and promise to fulfill them to the best of your ability, the duties of Member-at-Large? If so, answer yes.

_____, you have been elected **Corresponding Secretary**. It is your responsibility to send and receive correspondence for the Corporation and the Board; to maintain a file of important documents; to notify the Trustees of meetings; to assist the Recording Secretary; and to perform any other duties as outlined in the Bylaws. Do you accept these responsibilities and promise to fulfill them to the best of your ability, the duties of Corresponding Secretary? If so, answer yes.

_____, you have been elected **Recording Secretary**. It is your responsibility to record the proceedings of all business meetings; to keep a record of the membership of all committees; and to keep an official copy of the Bylaws of the Corporation, and of the policy manual for officers and committee chairs at all times. Do you accept these responsibilities and promise to fulfill them to the best of your ability, the duties of Recording Secretary? If so, answer yes.

_____, you have been elected **Vice President**. It is your responsibility to perform the duties of the President in the absence of the President Elect and President, and to perform other duties as outlined in the Bylaws of NJASL and/or requested by the President. Do you accept these responsibilities and promise to fulfill to the best of your ability, the duties of Vice President? If so, answer yes.

_____, you have been elected **President Elect**. It is your responsibility to perform the duties of the President in the absence of the President and other duties outlined in the Bylaws of NJASL and/or requested by the President. Do you accept these responsibilities and promise to fulfill them to the best of your ability, the duties of President Elect? Of so, answer yes.

_____, you have been elected **President** of the New Jersey Association of School Librarians. It is your responsibility to preside at all meetings, appoint chairs of committees, and be the official representative of the organization. Your leadership will guide us in pursuing the goals of our organization throughout the coming year. To you, all members pledge their full support. Do you accept these responsibilities and promise to fulfill them to the best of your ability, the duties of President? If so, answer yes.

In accordance with the Bylaws, you have been elected and I declare you duly installed as the Executive Committee of the New Jersey Association of School Librarians together with the Treasurer _____, and Member at Large _____. In return of your leadership of NJASL, we the members of the Board of Trustees are obligated to support you in your roles and to cooperate enthusiastically in all activities. In so doing, we will increase the effectiveness of the organization, ourselves and school library media programs in New Jersey.

Turning to the Board of Trustees: Do all of you, as Members of the Board of Trustees, pledge your full support to helping our new officers fulfill their official responsibilities? If so, answer yes.

Congratulations to each of you. I wish you a successful and enjoyable term of office.