



Installation Ceremony for KEHA Club, County, Area, and State Officers

**Discover KEHA – A Hidden Treasure**

**2025-2026**

**ITEMS NEEDED**

Educational Chairpeople - Shiny necklaces (Mardi Gras Beads)

Treasurer – Bag of treasure (gold coins or treasure)

Secretary – Treasure chest with jewels

Vice President(s) – Scepter (or box of jewels)

President – Treasure chest with jewels

**SCRIPT**

The installation of new officers is a time to reflect upon past accomplishments and look forward to new inspirations our elected leaders may bring. We want to thank those who have shared their leadership with KEHA by faithfully serving. You have dazzled us with outstanding service and helped set the stage for a positive future.

The theme for the Kentucky Extension Homemakers Association this year is “Discover KEHA – A Hidden Treasure.” You, as officers and chairpeople, are expected to know the requirements of the position for which you are being elected, to use your unique skill sets, and to be willing to do what it takes to get the job done. Let the items you receive as part of today’s installation be a reminder of your unique duties and responsibilities.

There are many types of treasures. We may consider things like gold and silver or beautiful jewels like diamonds, sapphires, rubies, or emeralds to be treasures, and they are. We also have great treasures in our KEHA organization. Some are tall and some are short. Some are loud and some are soft. We come in every size, shape, and color. Every member of this organization has gifts to share and is a rare jewel waiting to be polished to shine brightly. We ask you as new officers to teach and train your members to be those jewels in your clubs and communities. KEHA cannot stay a hidden treasure if we want to be successful.

Would all newly elected officers and chairpeople please come forward? <Ask the individuals to be installed to line up in order, beginning with educational chairpeople.>

The members have faith and confidence in your ability and have selected each of you to lead the great work of this organization. Your willingness to serve and to fulfill your duties to the best of your ability is the first step toward a successful term. We will begin our installation with the Educational Chairpeople.

**Educational Chairpeople**

<Read the names and positions>, would you please step forward?

As you accept this office and plan your three-year Program of Work, remember to use the jewels in all the people at your disposal and discover new ones in your clubs and communities. Plan programs that are helpful and meaningful to your members and emphasize the treasures that abound in your community. In KEHA, each educational chairperson is charged with developing, implementing, and evaluating programs related to their specific focus. These different areas together combine and sparkle like jewels in a necklace. Please accept these shiny necklaces (Mardi Gras Beads) as they circle around you and glow to let others see the value in you and your programs. Do each of you promise to faithfully perform your duties, providing unique activities and programs for our members? <Response: I will. Present the gift to each chair.>

**Treasurer**

<Name of treasurer>, would you please step forward? Your job requires knowledge of banking, finance, or accounting. You must display integrity and honesty in your job. Everyone depends on you to be steadfast and accurate. Keep your bookkeeping system sparkling and your calculator handy. The treasurer is charged with accurately managing the organization’s finances, tracking expenses, and ensuring all funds are accounted for. Please accept this bag of treasure (gold coins or treasure) as it symbolizes the wealth of this organization. Do you promise to perform your duties faithfully and diligently as treasurer? <Response: I will. Present the gift.>

**Secretary**

<Name of secretary>, would you please step forward? Please accept this treasure chest with jewels of accuracy, efficiency, punctuality, and needed correspondence. As the secretary, you will keep the minutes of all the meetings. These become permanent records, like gems and precious metals that stand the test of time. As secretary, you are charged with combining the business actions from each meeting into concise and accurate minutes and maintaining the organization’s records in a cohesive system. Do you promise to perform your duties to the best of your ability? <Response: I will. Present the gift.>

**Vice President(s)**

<Name of Vice President(s)>, would you please step forward?

**1st Vice President**: You are loyal, dependable, stable, organized, and willing to step up when needed. As the 1st Vice President you are the right-hand person to the President to help your club shine.

**2nd Vice President**: You are friendly, outgoing, and capable of cultivating memberships. As 2nd Vice President you are charged with collecting new friends to add to our KEHA membership treasure chest.

In KEHA, vice presidents are typically charged with coordinating membership recruitment and leading program planning. Use the jewels of friendship, cooperation, loyalty, and accuracy to assist the president and to perform your duties. Please accept this scepter (or box of jewels) as a symbol of the rank of your office. Do you promise to faithfully perform the duties of your office? <Response: I will. Present the gift.>

**President**

<Name of President>, would you please step forward? Please accept this treasure chest filled with many jewels to help you to be a strong, confident, wise leader as outlined in the KEHA bylaws. Use the jewels to reach out to others to share your knowledge and lead this organization. Use your treasure chest filled with helpful tools such as the KEHA manual and *Robert’s Rules of Order*. As president, you are charged with leading our membership, coordinating a variety of activities, and infusing those activities with energy and enthusiasm. Do you pledge to use your knowledge and skills to provide leadership today and into the future? <Response: I will. Present the gift.>

**All**

Members, please stand with us. As we learn, grow and share the treasures that we have in KEHA, we become stronger individuals and leaders. Members, do you promise to use your talents to contribute to the success of our organization and to support these leaders as they perform their duties? <Response: Yes.>

By the authority vested in me as the installing officer, I now declare these officers of the <club/county/area> as duly installed. Congratulations and best wishes!

Written by Brenda Hammons, President of KEHA, and Kelly May, M.S., KEHA State Advisor and Senior Extension Associate for Family Finance and Resource Management, University of Kentucky Family and Consumer Sciences Extension. May 2025