



**Blazing the Way with KEHA
2024-2025**



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

ITEMS NEEDED

President – Red car and candy for “fuel”

Vice President(s) – Blue car (1st Vice) and Orange car (2nd Vice) and candy for “fuel”

Secretary – Yellow car and candy for “fuel”

Treasurer – Green car and candy for “fuel”

Educational Chairmen – Different colors or styles of funny sunglasses and/or racing flags

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. Looking in our rearview mirrors, we want to thank those who have shared their leadership with KEHA by faithfully serving. On this journey, you have provided outstanding service and helped set the stage for a positive future.

The theme for the Kentucky Extension Homemakers Association this year is “Blazing the Way with KEHA.” As all of you know, the driver must have knowledge of the vehicle and a good idea of where you are going. It is the same for officers and chairpersons. You are expected to know the position for which you are being elected, use your unique skill set, and be willing to do what it takes to get to the designated end point. You, as leaders, are expected to successfully “Blaze the Way” for your members to the finish line. Let the items you receive as part of today’s installation be a reminder of your unique duties and responsibilities.

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

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 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 Chairs.

EDUCATIONAL CHAIRS <Read the names and positions.>

You have been selected to travel the road as these chairpersons. As you “Blaze the way” during your term of office, be informative, prepared for bumps in the road, sharp curves, avoid potholes, and always use your Program of Work as a road map to keep you organized. This will eliminate road rage. Plan programs that are helpful, meaningful to your members and help them grow. In KEHA, each educational chair is charged with developing, implementing, and evaluating programs related to their specific focus. Your different areas of focus combine for the overall emphasis of the organization. Do each of you promise to faithfully perform your duties, providing unique activities and programs for our members? Use these special sunglasses to see clearly and see some humor every day. These racing flags will remind you to start your engines and finish strong! <Present the gift to each chair.>

TREASURER

<Name of treasurer>, could you please step forward? The Green Car is the color of money. As treasurer, you are very important as you go blazing through the budgets and prepare reports on incoming and outgoing money. Your car color suggests you are down to earth and levelheaded. Everyone depends on you to be steadfast and accurate. Keep your bookkeeping system well-greased and your calculator handy. The treasurer is charged with accurately managing the organization’s finances, tracking expenses, and ensuring all funds are accurately accounted for. Do you promise to perform your duties faithfully and diligently as treasurer? <Present the gift to the treasurer.>

SECRETARY

<Name of secretary>, could you please step forward? The Yellow Car suggests sunshine. Always present, bright, necessary, observant, and accurate. As Secretary, you keep the minutes of all the meetings. These become permanent records. Just as you would maintain a car, care for and protect your documents. Guide your car carefully as you go blazing ahead, and make sure to keep fuel in the tank to avoid pitstops. As secretary, you are charged with combining the business actions from each meeting into concise minutes and maintaining the organization’s records in a cohesive system. Do you promise to perform your duties to the best of your ability? <Present gift to the secretary.>

VICE PRESIDENT(S)

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

1st Vice President: This Blue Car suggests someone who is loyal, dependable, stable, organized, and willing to step up when needed. As the first Vice President you are the right-hand person as your club accelerates down the road. Be observant and avoid obstacles in your path. Be prepared and do not speed as you go steadily down the road to success.

2nd Vice President: The Orange Car is bright and shows you will glow as you travel. Count all those memberships as you blaze forward. Your color will reflect that you are friendly, outgoing, and capable of doing this job. Keep your roadmap handy and your windows clean. Stay true and you’ll arrive successfully with hardly any scratches.

In KEHA, vice presidents are typically charged with coordinating membership recruitment and leading program planning. Do you promise to faithfully perform the duties of your office?
<Present the gift to the vice president(s).>

PRESIDENT:

<Name of President>, could you please step forward?

This Red Car suggests someone who has strength, energy, and vibrancy. You're needed to lead your club to victory as you go blazing into your term. You need to be fully fueled and ready at a minute's notice to hit the road. Have all your tools such as the KEHA manual and *Robert's Rules of Order*, ready to travel safely and wisely as you go.

As president, you are charged with leading our diverse membership, coordinating a variety of activities, and fueling our activities with energy and enthusiasm. Do you pledge to use your knowledge and skills to provide leadership as we blaze through various activities for the <club/county/area> today and into the future? <Present gift to the president.>

ALL

Members, please stand with us. A long road trip takes cooperation and the contributions of everyone to make for a smooth journey. Members, do you promise to use your many talents to contribute to the success of our organization and to support these leaders as they perform their duties?

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, B.S., KEHA State Advisor and Senior Extension Associate for Family Finance and Resource Management, University of Kentucky Family and Consumer Sciences Extension. May 2024