

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Installation of Directors
Number of Pages	2
Approval Date	February 2016
Past Revision Dates	2000, January 2016
Next Revision Date	November 2018

The following shall be cited as the procedure in which to follow for the installation of all Directors of the NENA Board of Directors.

President:

Installing Director’s Opening Statement:

“The installation of Directors is the next item indicated on the Agenda”

“The installation of Directors is a special occasion during which each newly elected Director pledges to uphold the ideals and purposes of the National Emergency Nurses Association and promises loyalty and co-operation in guiding the Association through the years to come. The installation of directors marks the beginning of a new term of office and although these terms do not commence until July 1 of this year, it would be inappropriate not to recognize these newly elected directors. Some of our Directors may be continuing their term of office for a second year. These Directors will be asked to renew their promises to the Association at this time.”

Installing Director for the Board of Directors

“_____ (Executive – introduce by name and position) please come forward”

“_____ (Names), you have been elected (Treasurer, Secretary, Director of Training and Education, Director of Membership and Promotion, commencing July 1st of this year. (As Treasurer you have been charged with the duties of monitoring the financial affairs for the Association); as (Secretary, you have been charged with the duties of the keeping of the records of the Association); as (Director of Training and Education, you have been charged with overseeing the education, etc. of the Association) and as (Director of Membership and Promotion, you have been charged with overseeing all aspects of membership and promotion). Do you accept these responsibilities?”

“I do”. (Executive responds)

“Congratulations!” (Handshake, applause)

Installing Director for the Office of President-Elect:

“_____ (President-Elect), please come forward”.

“_____ (Name), you have been elected President-Elect. As President-Elect, you shall prepare to succeed the office of President at the conclusion of his/her term. Do you accept the responsibilities of this office?”

“I do”. (President-Elect responds)

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“Congratulations!” (Handshake, applause)

Installing Director for the Office of President:

“_____ (Name), last year you were elected President-Elect and as of July 1st you succeed to the office of President. The office of President represents the highest honor the members of the Association can bestow. With this honour come responsibilities. These responsibilities exceed presiding over all meetings. By electing you to this office, the membership has charged you with monitoring the progress and stability of the Association. They have placed their trust in you so that the achievements of the past will be protected and expanded where appropriate, that with your direction, the ____ (year) will enhance the National Emergency Nurses Association. Do you accept these responsibilities?”

“I do”. (President responds)

“I now present to you the gavel of the Association.”

“Congratulations!” (Handshake, applause)

Installing Director’s Closing Statement:

I now proclaim the elected directors of the National Emergency Nurses Association duly installed and wish you the very best!

It is my pleasure to call on _____ (Name), (year) NENA (President-Elect or President) who will now present her address.