

OMICRON TAU THETA CEREMONY FOR THE INSTALLATION OF OFFICERS

This ceremony is designed for installation of National Officers. Local chapters should modify this ceremony as appropriate for their own use.

Retiring President: The transfer of responsibility for the National Executive Board of Omicron Tau Theta to a new slate of officers brings to mind the crucial role of leadership in our society today. Leadership is a very popular concept and perhaps more is written and spoken about it than any other single concept in education. The Chinese philosopher Lao Tse (600 BC) gave us these words when responding to the question: Who is a leader?

Of the best leaders, the people only know they exist. The next best they love and praise, the next they fear; and the next they revile. When they do not command the people's faith, some will lose faith in them, and then they resort to recriminations. But of the best leaders, when their task is accomplished, the work is done; the people all remark, we have done it ourselves.

What we really need today is not so much "great leaders" as we need humanistic leaders who can "bring out the greatness in all of us." This is the challenge to the officers of Omicron Tau Theta--that you be the kind of leaders who bring out the greatest, the best, the most effective behavior of all of those who share in the work of OTT.

You have before you the leadership that has directed the work of Omicron Tau Theta at the national level for the past year. _____ of the officers retire at the end of this year. I call on them to assist me in the installation of those who have been elected to follow their leadership on the National Executive Board.

Retiring Historian: " _____, as Historian, it shall be your duty to keep an historical account of the activities of the Society and its chapters. In this capacity you will transfer the historical records of the Society to the National Executive Director at the end of each fiscal year during the two years for which you have been elected National Historian."

Retiring Chair, Editorial Board: " _____, as Chair of the Editorial Board, you shall be responsible for convening and conducting meetings of the Editorial Board, serving as a nonvoting *ex officio* member of the National Council, and assisting the Editor on behalf of the Editorial Board. You are responsible for reporting to the National Council on the status and all activities of the *Journal of Vocational-Technical Education* during the annual national convention at AVA."

Retiring Editor-Elect: " _____, as Editor-Elect, you shall be responsible for the publication and dissemination of all national publications except the *Journal*. You are to assist the *Journal* Editor as required and attend the meetings of the Editorial Board as an *ex officio* member. You will keep a record of all proceedings and actions of the Editorial Board and prepare a copy of the minutes for the Chair of the Editorial Board to distribute. At the end of two years, you will assume the Editorship of the *Journal*."

Retiring Editor: " _____, as Editor, you shall be responsible for the publication and dissemination of national publications. You shall implement the policies and procedures established by the Editorial Board, solicit manuscripts, screen and review manuscripts, and select field readers to review manuscripts. You shall compile two volumes of the *Journal*."

Retiring Parliamentarian: " _____, as Parliamentarian, it is your duty to interpret the appropriate parliamentary procedures according to Robert's Rules of Order, review the National Constitution and Bylaws of Omicron Tau Theta for needed changes, and perform other duties as assigned in the list of officer duties."

Retiring Treasurer: " _____, as Treasurer, you are the financial officer of the Society. It is your duty to maintain an accurate accounting record of all monies received and disbursed by the Treasurer's office or by the Executive Director. You shall advise the members of the National Council and Executive Board of the financial status of the Society and prepare financial statements at the end of each year of your two-year term."

Retiring Secretary: " _____, as Secretary, it shall be your duty to keep a record of all proceedings and actions of the National Council and of the Executive Board. You shall maintain a national directory and distribute directories, announcements, and minutes of national meetings to local chapters and members of the National Council and Executive Board."

Retiring President Elect: " _____, as President Elect, you shall serve in the absence or disability of the President and plan the program of work for the year in which you shall serve as President. You are responsible for making arrangements for all meetings of Omicron Tau Theta held during the national convention of AVA."

Retiring President: " _____, as President, you shall exercise general supervision over the Society and preside at all regular and special meetings of the National Council and Executive Board."

Retiring President: "It is an honor to be an officer of Omicron Tau Theta; it is a special honor to be a **national** officer. From time to time during the year, you may encounter difficult times, but through cooperation, hard work, and dedication, you will succeed and Omicron Tau Theta will prosper. More specific duties are listed in the *National Officers Handbook*. Do each of you accept the responsibilities of your office and will you do your best to uphold the ideals and principles of Omicron Tau Theta? If so, answer 'We do!'"

Newly Elected Officers: "We do."

Retiring President: "I now declare each of you properly and duly installed in the respective office to which you were elected. Members of Omicron Tau Theta, you have before you the new leadership for the year. I challenge each of you to work with these officers, to share with them the most effective involvement and support that you can call forth. I challenge the officers to work with you, to strive to be humanistic and democratic leaders, to use their influence and hard work to call forth the best of every participant in Omicron Tau Theta."

I now conclude the installation of officers by handing the gavel of the Office of President to your new organization chief, _____. Congratulations and best wishes for an outstanding year!"