

NAME OF BRANCH, ASALH
INSTALLATION OF OFFICERS
DATE

(The leader of the installation ceremony will stand at the front of the room alone.)

Leader: Greetings, “GIVE NAME AND TITLE OF PERSON” will be presiding over this installation. Will the officers of the newly established NAME OF BRANCH of ASALH please stand before us in the following order:

President, Vice President, Secretary, Treasurer, and Historian.

You have a unique and dynamic opportunity to join a movement that has unlimited potential for advancing human welfare. Today you join in an international movement to effectively advance the mission and vision of an organization in its 104th year whose goal is to promote racial harmony throughout the global community. This goal is accomplished by providing people in your community, and people everywhere you travel throughout the globe, the truth about United States History through the inclusion of the rich contributions of African Americans in the history of the United States. You then perpetuate Dr. Woodson, our founder's, intended mission for ASALH. We trust that you will bring a freshness to your work; that you will have the courage to reach beyond your comfort zone; that you will have the wisdom to recapture Carter G. Woodson's vision for the future of not only your local branch, but for the future of the ASALH community at large.

LEADER – At this time, I invite our duly assigned installing officer, NAME OF OFFICER to come forward. I present to you these persons for installation as officers of the NAME OF BRANCH of ASALH. (Installing officer comes forward and the leader takes a seat. All officers being installed remain standing in the front of the room.)

INSTALLING OFFICER – (Addressing the elected officers.)

You have been elected to a high calling. As the leaders of a branch of ASALH, you stand in a position of trust as you work to lead the next generation to an understanding of ‘service.’

RECITE NAME OF PRESIDENT, as President, this branch will look to you as the person to convey ASALH’s mission, articulate your local branch vision and ensure these goals and objectives are met. You are responsible for conducting the business of this branch as its official representative; you are the contact with the Headquarters of ASALH. You would be wise to seek out the strengths and talents of your membership and utilize them to the good of this local branch. It is your responsibility to ensure that your local branch goals and objectives are always in line with the governance of the national leadership. As you serve as chief mentor in this intergenerational environment, seek to serve and teach service as a goal. Do you accept this challenge? If so, please respond by saying “I do.”

RECITE NAME OF VICE PRESIDENT, as Vice President, you assume the duties of the President in his/her absence becoming the official representative of the branch with the Headquarters office and are so charged with ensuring that the goals and objectives established by the leadership and members of the branch are met. If a branch membership recruiter is not assigned as an official office, you assume the duty of branch recruiter. Stay in tune with the responsibilities as listed for the branch president and always be ready to assume the role if needed. If you accept these responsibilities, please respond by saying “I do.”

RECITE NAME OF SECRETARY, as Secretary, it is your responsibility to accurately maintain and swiftly disseminate minutes of all meetings held by your local branch. You are to work with the leadership of your branch to ensure all reports required by the

Headquarters office are submitted on time. If you accept this responsibility, please respond by saying “I do.”

RECITE NAME OF TREASURER, as Treasurer, you are the guardian of this branch of ASALH’s finances. It is your responsibility to interface with the President, Vice President, Secretary and other officers of the Executive Committee and auditors to ensure that the records at this branch of ASALH are accurate records of deposits and disbursements and maintain fiscally responsible stewardship over the organization’s funds. You are to work closely with appropriate officers of this branch to ensure that all reports required by the Headquarters office are submitted on time and accurately follow the required formats. You have the responsibility to be a financial leader of integrity as you mentor others in this role. If you accept this responsibility, please respond by saying ‘I do.’

RECITE NAME OF HISTORIAN, as Historian, it is your responsibility to write the history of your branch and keep it up-to-date. It is your responsibility to ensure that all presentations related to history are accurate and the sources of your information are reliable. It is your responsibility to study each year’s national Black History theme established by ASALH and the resources provided from the national office, and relay this information to your fellow members to ensure all members of your branch are prepared to reach the public. You are to encourage your members to do family research and consider research in your local community to ensure the historical account of your place of residence is told, encouraging publishing as a goal for the branch. You should study the Family Mission Statement Activity provided by Headquarters on the ASALH website and encourage not only those in your family and branch, but members of your community to engage in this activity. This was an urging of our Founder, Dr. Woodson to

research and document our family history. If you accept this responsibility, please respond by saying “I do.”

Will all elected officers of the “RECITE THE NAME OF THE BRANCH” of ASALH and its entire membership please stand.

Will all members of the “State the name of the branch” stand and join RECITE THE PRESIDENT’S NAME FIRST, FOLLOWED BY THE NAME OF EVERY OTHER OFFICER for a charge to the entire branch.

CHARGE TO THE ENTIRE BRANCH

Look around, each of you. This is your local ASALH family.

You have heard the word responsibility numerous times in this installation service. That is not by accident. You all share in the responsibility to ensure that because your ASALH branch is located in this community, the entire community will be affected because your branch exists. You are to be committed to reaching out to your local schools, libraries, churches, community centers, and your biological and extended families sharing this rich history. Everyone in your community should know Dr. Woodson and know the Annual Black History Theme each year for use during Black History Month celebrations throughout your region. This is the responsibility of not just your officers, but every member of this branch. We all share in the responsibility to ensure that ASALH progresses, and is committed to the ideals and legacy of our founder, Dr. Carter G. Woodson. The challenge, today, is not just to the officers, but also to all who recognize that the history, life and culture of people of African descent is vibrant, whole and sound! Further, that the work of the Association for the Study of African American Life and History is as vital to the present as it is to the future.

As Dr. Woodson once said “The Association for the Study of African American Life and History, however, has no special brand for the solution of the race problem except to learn to think.” A thinking people need truth to guide their thoughts. The truth about our history will be a guide to those who are willing to hear, then to accept the truth. Remember, it is not your responsibility to convince—it is only your responsibility to present truth.

There is an urgency to our task. As Dr. Woodson once said:

“As another has well said, to handicap a student by teaching him that his black face is a curse and that his struggle to change his condition is hopeless is the worst sort of lynching. It kills one’s aspirations and dooms him to vagabondage and crime. It is strange, then, that the friends of truth and the promoters of freedom have not risen up against the present propaganda in the schools and crushed it. This crusade is much more important than the anti-lynching movement, because there would be no lynching if it did not start in the schoolroom. Why not exploit, enslave, or exterminate a class that everybody is taught to regard as inferior.”

Let’s recommit ourselves to carrying on Dr. Woodson’s work to help people understand the relevancy of history.

The duties and opportunities for service that await you will challenge your devoted effort. I acknowledge your intention to serve faithfully and to the best of your ability. I declare you duly installed officers and members of the RECITE NAME OF BRANCH of ASALH, the Association for the Study of African American Life and History.

Adapted from the Jacksonville Florida ASALH Installation Service by
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