



## INSTALLATION OF CHAPTER OFFICERS & REPRESENTATIVES

### *Guideline*

I WOULD LIKE TO ASK THE FOLLOWING ELECTED OFFICERS FOR 20\*\* -20\*\* OF THE  
\_\_\_\_\_ CHAPTER TO COME TO THE FRONT OF THE ROOM:

President:  
Vice President:  
Secretary:  
Treasurer:  
Chapter Representative:

Congratulations to each of you!

Your fellow members have expressed their confidence in you by electing you to positions in your chapter for the coming year. It is both an honor and a responsibility. The job is a demanding one, but the time, effort and thoughts you contribute will be more than rewarded by the satisfaction of completing a job well done.

Fortunately, plenty of help is available. The other members of your chapter, together with the officers and directors of the Georgia Society, are willing and able to assist you. Perhaps the most immediate and direct help will be gained from your predecessor in office, the Society's Chapter Advocacy Sub-Committee and your Society staff. The Society staff will be helpful as they are trained to provide assistance to insure maximum coordination.

I would like to remind each of you of the objectives of this chapter before instating you in your position. Those objectives are:

1. To advance the interests of Certified Public Accountants of the State of Georgia
2. To cultivate a spirit of fellowship and professional cooperation among its members
3. To provide continuing professional education to its members
4. To promote high standards of professional practice and ethical conduct

5. To promote the study of accountancy and of laws appertaining thereto
6. In general, to promote the better recognition of the practice of accountancy as a profession.

I charge each of you to strive for the fulfillment of these goals in this chapter this year.

I now proceed to install you into your respective offices.

<<State Name>>, as President, you are the chief executive officer of the chapter and are responsible for its successful operation during your term of office. The President shall preside at all meetings of the chapter and of the chapter's Executive Committee. The President shall also appoint committee chairpersons, represent the chapter at meetings of the Council of the Georgia Society of CPAs, enforce the bylaws of the chapter and shall perform such other duties as appropriate to this office. If you will accept this responsibility, say I will. (response – "I will.")

<<State Name>>, as Vice President of the chapter, you shall in the absence of the President, carry out all of the duties of the President and perform such other duties as are designated by the President. The Vice President shall be designated as President-elect. If you will accept this responsibility, say I will.

<<State Name>>, as Secretary, you shall be responsible for the maintenance of chapter membership records, minutes of meetings of the chapter and of the Executive Committee and carry out such other duties as are designated by the President. If you will accept this responsibility, say I will.

<<State Name>>, as Treasurer, you shall have the responsibility for all securities and funds of the chapter. The Executive Committee shall designate the depository bank and investments shall be made only after approval by the Executive Committee. You shall keep an account of all receipts and disbursements and shall render a full report annually or more often as requested by the Executive Committee. When directed, you shall prepare the budget for the fiscal year of the chapter. You shall provide your full annual report to the GSCPA Chief Financial Officer so that the group tax return may be filed. If you will accept this responsibility, say I will.

<<State Name>>, as Representative of the chapter, you will serve a one-year term on the Council of the Georgia Society of CPAs and will carry to that body the concerns and desires of your chapter. It is your responsibility to represent your chapter, along with the President, at each of the two Council meetings during the year. If you will accept this responsibility, say I will.

As a representative of your State Society, I declare each of you duly instated to your respective position and wish you much success this year.