

Guide to Virtual Board Installations

Introduction

Board installation is largely a ceremonial occasion at which we show appreciation to outgoing board members and salute incoming leaders after they are legally elected by a vote of the delegate body. Although in-person celebrations are not possible this year, we can still mark the occasion using Zoom, Facebook live, or other virtual gathering space. Below are ideas to make an online installation festive and fun, plus tactical steps to make sure it's as easy and seamless as possible.

For reference, a suggested planning timeline is included in this document. However, this is only a reference and is not meant to discourage anyone who is planning a virtual board installation in a shorter window of time.

Planning an online installation has roles for all kinds of volunteers whether they are creative, technical, or practical. Consider how other members can help you organize the installation, especially now when people are sheltering at home and crave connection and meaningful activity. This is an opportunity for leadership development and member engagement.

We'd love to know what you're doing for your section installation. Please share it with us in an email to action@ncjw.org.

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Behind the Scenes Prep

Planning Task List

1. 3 months prior – President appoints volunteers, including an event chair or committee.
 - a. Tips:
 - i. Be very clear about the assignment and deadlines.
 - ii. Maintain a list of assignments and deadlines.
 - iii. Set regular check ins about progress toward deadlines.
2. 2 months prior – Send out a save the date
3. One month prior – Invite your members to the installation.
4. One month prior – Chair or committee creates a Zoom event agenda. It is recommended that the event is 60-75 minutes.
 - a. As you consider your agenda, consider ways to introduce and highlight the incoming board to the membership and to liven up your program. Consider if you want to start the event with breakout discussions or introductions in the chat.
5. Draft a written program and email it to attendees before the meeting. The program could include:
 - a. Photos and bios of board members
 - b. Zoom log-in credentials
 - c. Link to a [guide to joining a Zoom meeting](#), [a video tutorial](#), including [the download center](#)
 - d. Fundraising opportunities (*See more below*)
 - e. Section annual report
 - f. *Tip: This is an opportunity to be creative. For instance, invite members to bring their own refreshments to the event or include an easy recipe in the program so attendees are eating the same meal during the virtual installation*

Event Roles

1. Event chair(s)/committee – oversees entire program from soup to nuts and develops the agenda; assembles speakers' remarks, designs "run of show" document to share with all speakers before the installation; acts as timekeeper and behind-the-scenes organizer during the event.
2. Emcee - monitors the agenda to ensure the event runs smoothly, and introduces speakers
3. Writer - composes the invocation or d'var torah and deliver the address.
4. Officiants/speakers
 - a. Tips: Consider someone dear to the incoming president, a religious leader, community leader, local celebrity, or a charismatic section member.

- b. Speakers should inspire and entertain.
 - c. Be clear and specific about what the officiant is charged with and how much time they have on the program. Ideally, each portion of the speaking program lasts between 2-10 minutes.
5. Communications volunteer(s) - drafts the invitation and program and promotes the event.
 6. IT supporter(s) - runs and troubleshoots Zoom during the program, including muting everybody but the speaker to prevent background noise and echoes.

Tip: During the program, organizers and speakers can communicate using mobile phone text or Zoom chat function – provided chats are sent only to the intended person. Circulate mobile phone numbers prior to the meeting.

Installation Script

1. Below are templates for board and president installation. Use them as the basis for your program or ask speakers to create their own.
2. Ask the incoming president to address the membership for 2-5 minutes.

Technical Assistance

1. The free version of Zoom limits meetings to 40 minutes. If you don't have access to an online video system, NCJW can help. Contact Leah Singman at action@ncjw.org. Please provide the name of your event, the date, time and time zone as far in advance as possible and she will set up a Zoom conference call for you.
2. Watch the recordings of the NCJW Leadership Webinars, "[Digital Meetings 101](#)" and "[Building Relationships with Technology](#)"
3. [Video Tutorial: How to Use Zoom - Free Video Conferencing & Virtual Meetings](#)
4. Use the [Zoom Help Center](#) to find instructions as needed
5. Ask speakers and attendees to download the app to ensure Zoom runs properly during the meeting. Consider holding a prep meeting on Zoom to troubleshoot any tech issues ahead of time.
6. We recommend those who have not used Zoom before, join the meeting 15 minutes in advance to ensure they have ample time to fully set up Zoom before the meeting begins. Someone from your team who is comfortable helping others with Zoom should log on early during this time to help these individuals.

Fundraising Opportunities

1. Installation provides an opportunity to raise money for NCJW from friends and family who want to honor and support their loved one. Both incoming and outgoing board members can and should solicit. Remember, 25 people who give \$25 raise \$625. If everyone solicits, the impact on your budget could be significant. Fundraising ideas include:
 - i. Ask board members to send messages to their friends and family. Samples are available below. Encourage board members to create a list of their contacts to solicit for donations and to send event invitations throughout their term.
 - g. List donors in the program
 - h. Offer free admission to another event for a minimum donation.

Leverage the Event for Visibility

1. Issue a press release announcing the board change. A template for you to adapt is below.
2. Ask board members to share an announcement with their networks. Templates for email, Facebook, and other social media are below.

The Program

Sample Agenda

1. Invocation / Dvar Torah
2. Election (if needed)
3. De-Installation of outgoing board
4. Installation of incoming board
5. Installation of the new president(s)
6. President's remarks [2-5 minutes]
7. Entertaining, educational or engaging activity.

Ways to Introduce and Highlight Incoming Board to the Membership

- Include a photo and short bio in the program and refer to it in the meeting.
- Post headshots of incoming board members on a shared Zoom screen when you announce them. [Click here](#) to see NCJW, Inc. examples.
- Ask board members to use a special Zoom profile backgrounds on the call.
- Encourage board members to hold a prop such as a banner or balloon so they are visible to people watching on their screen.
- Get creative!

Ways to Liven Up Your Program

- Consider a fun activity such as an NCJW inspired quiz game that asks attendees to vote on NCJW trivia using the Zoom poll question feature.
- Show a video or slideshow about section's work over the past year (an iPhone might make one automatically),
- Invite an educational speaker
- Conduct an advocacy activity. Your Section Public Affairs chair or SPA will have ideas.

Sample Script

MEETING CHAIR

Call the meeting to order and welcome the membership

INSERT INVOCATION / D'VAR TORAH HERE

(OPTIONAL) LIVE ELECTION

MEETING CHAIR

We will now elect and install the new members of the Board of Directors.

Introduce Nominating Chair

NOMINATING CHAIR

In accordance with the By Laws of NCJW XX Section, the Nominating Committee comprised of [NAMES], submits the following slate for election:

For a one / two/ three year term ending 20XX: [NAMES]

MEETING CHAIR

Are there any additional nominations from the floor?

Ask people to use the “Raise Hand” function on Zoom to nominate from the floor.

There being none, and the slate being unopposed, will the Secretary please cast and record one ballot for the slate.

SECRETARY

I cast one ballot for the slate.

MEETING CHAIR

Thank you.

[Add Introduction of Officiant]

DE-INSTALLATION OF OUTGOING BOARD

OFFICIANT

Thank you for the honor of officiating at this installation.

[NUMBER] board members are ending their service: [NAMES].

Version #1: We thank them for their considerable service to [XXX] Section. They made invaluable contributions to this organization. With the deep appreciation of the entire membership for your service, I declare you relieved of your present responsibilities.

Version #2: NCJW members are a motivated and fun collective of thoughtful women who serve their communities and act as progressive changemakers.

That's hard work requiring strong, daring and caring leaders dedicated to making a meaningful difference in the world.

So, it is with deep appreciation for everything you have accomplished, I declare all who served on the [XXXX] Section Board of Directors during the past term relieved of your responsibilities.

INSTALLATION

OFFICIANT

I would like to introduce the newly elected members of the Board. [NAMES]

Returning members: [NAMES]

Each of you comes to this position with expertise and experience in many areas which will serve [XXXXX] Section well.

By accepting this position, you have shown your belief in the mission of the National Council of Jewish Women and your faith in the future. You have accepted the responsibility of giving or raising funds needed to support Section activities and meeting obligations to the National organization. Your duties will entail overseeing and approving [XXXX] Section's operating budget and periodically evaluating the work of all the committees and community services. In addition, you will formulate and support [XXXXX] Section's objectives, policies and programs.

I charge you now with these responsibilities and wish you success and satisfaction in your endeavors. I declare you duly installed as members of the NCJW [XXXX] Section Board of Directors.

I feel confident that you will have the ongoing support and encouragement of every member of the NCJW [XXXX] Section. We are all committed to maintaining fiscal stability and the high level of service to the community and progressive advocacy work for which the [XXXX] Section is known.

Congratulations!

INSTALLATION OF PRESIDENT

President Installation Version #1

OFFICIANT

The story of the founding of the National Council of Jewish Women is well known to many of us.

In 1893, Hannah G. Solomon of Chicago was asked to organize the participation of Jewish women in the Parliament of the World's Religions at the Chicago World's Fair.

She brought the idea to the male Jewish establishment who embraced it eagerly.

However, when Hannah and her recruits discovered that their participation would be limited to pouring coffee and performing other hostess duties, they walked out.

By the end of the World's Fair, Hannah and the women with her had founded the National Council of Jewish Women, and dedicated themselves to "shape the destinies" of American lives.

Imagine the audacity of all this – at that time, in many ways, women could not control their destinies: they were second-class citizens without even the right to vote.

Yet Hannah and her cohort were undaunted.

Over time, NCJW profoundly changed the role of Jewish women by empowering us

- to lead,
- to advocate and
- to serve our communities,
- all as an expression of our Jewish values.

In every decade since then, NCJW has prioritized the most pressing issues of the moment. The spirit that motivated our founding by Hannah G. Solomon and her rebellious cohort remains with us today, as NCJW continues to advance social change through a Jewish lens.

Today, we are proud to:

- Advocate for reproductive health, rights, and justice for all
- Safeguard voting rights

- Ensure a fair and independent judiciary
- Advance gender equality in Israel
- [Add major local program.]

Hannah Solomon was a woman of intelligence, commitment, courage, and compassion. She lived her values in public and in private. She

- worked alongside reformers such as Jane Addams,
- met with leaders, including several presidents of the United States,
- spoke at conferences around the world,
- cultivated and encouraged young leaders and
- worked tirelessly to make the world a better place.

She remains a model for all of us.

When I met [INCOMING PRESIDENT], I knew she, like Hannah G, is a woman with intelligence, dedication and conviction.

Fearlessly outspoken and endlessly energetic, [NAME] is committed to improving the quality of life for women, children and families, and to safeguarding individual rights and freedoms.

During her career, [NAME] worked in [XXX] on issues of and [XXX], all while raising [NUMBER] children.

As an [XXX], [XXX] specialized in [XXX].

She worked [XXX].

Despite heavy work and family commitments, [NAME] undertook significant community service.

She was responsible for [XXX] and did [XXX], eventually rising to become [XXX].

After moving to [XXX], [NAME] enthusiastically joined NCJW.

Almost immediately, she acquainted herself with our [XXX].

Since joining the [XXX] Section board in [DATE], [NAME] has been an important voice offering meaningful contributions.

She is a member of the [XXX] Committee, the [XXX] Committee and the [XXX] Committee.

And now, we are lucky she will be our new president.

Address the new president:

[NAME], NCJW has a long history, which gives us rich inspiration for our work.

It's a legacy of continued commitment to improving the quality of life for women, children and families, and to safeguarding individual rights and freedoms.

I know you will continue this proud legacy.

By accepting this position, you have shown your belief in the mission of the National Council of Jewish Women and your faith in the future.

Your duties will include guiding [XXX] Section toward achieving its mission while also ensuring the health and wellbeing of our organization.

I charge you now with these responsibilities and wish you success and satisfaction in your endeavors.

I declare you duly installed as President of the NCJW [XXXXX] Section Board of Directors. Congratulations!

President Installation #2

Since its beginning in [DATE], the members of the National Council of Jewish Women, [XXX] Section have dedicated themselves to “Seek Justice, to relieve the oppressed” (Isaiah 1:17) by enabling women and children to improve their lives, and by providing services to vulnerable communities. You are a link in this chain of legacy. You have shown your commitment to the principles of this organization:

- As [Previous Role] of [XXX] Section;
- As a member of the Board of Directors and its Executive Committee;
- As a member and then co-chair of the [XXX] Committee, which developed [XXX];
- As a board member of [XXX Project];
- and much more.

You have rightfully earned the respect and trust the [XXX] Section members have shown in you by choosing you to lead the organization and represent them to National and to the public at large in the capacity of President of the [XXX] Section.

The members expect that with your kind heart and your creative mind, with your sense of fairness and practicality – qualities that have always characterized you - you will carry out the leadership responsibilities of this organization - that you will oversee existing projects and develop such new and useful paths for this Section as are consistent with the policies and programs of the NCJW and are in the spirit of NCJW’s foundational values: respect for the dignity of all people, education and awareness, and the pursuit of justice.

May your acceptance of this high office and its responsibilities result in the full attainment of your goals for the furtherance of this organization and be accompanied by much personal satisfaction.

I now declare you duly installed. Congratulations!

INCOMING PRESIDENT SPEAKS FOR 2-5 MINUTES

OPTIONAL SOCIAL / EDUCATIONAL/ ADVOCACY PORTION OF THE PROGRAM

MEETING CHAIR CLOSES THE MEETING

Thank you for joining us today! With our new board ready to take charge and our membership ready to take action, we are so excited for the potential of what we can accomplish together and the world we will create together.

Board Installation PR Materials

Below are sample press release, social media posts, and email communications to help you use your board installation. This is an opportunity to raise your section's visibility within your community, spread the word about your new board members and the work of your section, and fundraise.

Sample Press Release

For Immediate Release

MONTH DAY, 2020

Media Contact

[NAME]

[EMAIL]; PHONE: XXX-XXX-XXXX]

National Council of Jewish Women [XXXX] Section Taps Local Leader to Chair Its Board

[XXX XXXX] elected National Council of Jewish Women [XXX] Section's Board President

[XXXX CITY] – The National Council of Jewish Women [XXX] Section this week announced the election of [XXX XXXX] to serve as president of its Board of Directors. [XXX] is a [lifelong] resident of [XXXXXX] and is a [XXXXX] by training and a prolific volunteer activist.

“At a time when Jewish women of all ages are looking for ways to become active or re-engage in the political process, we’re so proud to have [XXXXX] taking the helm of National Council of Jewish Women [XXXXX] Section’s Board of Directors,” added [SPOKESPERSON]. “[XXXX]’s leadership skills and extensive experience will be invaluable to our organization as we seek to advance social and economic justice for women, children and families.

[XXXX] moves to the board’s leading role after serving as [XXXXX]. She has been deeply engaged in [XXXX], [as well as advocating for the issues the

organization fights for]. [XXXXX] was XXXXX. She has also contributed extensively to [XXXXX].

“As president, I will use my experience and skills to lead NCJW [XXXXX] Section to [engage, train and activate advocates across] [XXXX],” said [XXXX new president]. “NCJW is the only women’s organization that consistently addresses the tough issues American women care about through a Jewish lens; we have a responsibility to our members both to speak on their behalf, and to provide them with tools and resources on issues of utmost importance.”

[XXXXX] holds a [XXXX] degree from [XXXXX University] and a bachelor’s degree from [XXXXX University]. She lives in [XXXXX] [with her husband/wife/partner [XXXXX] [and their children].

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Sample Social Media and Emails

Encourage your board members to use the samples below to share their news about joining the NCJW Section board with their friends, family, and community networks.

Tip: Insert a picture at an NCJW event, in an NCJW t-shirt, doing activism of any kind, or something directly tied to how they first got involved or first learned about NCJW.

Facebook Sample 1:

I’m honored to be on the slate for [@XXX, Section’s Facebook Handle] (NCJW XXX Section’s) 2020-2023 Board of Directors! For more than 125 years, NCJW has been integral to communities all around the country — including [where you are from] by advocating for legislation and providing necessary direct service in the places women, children, and families need us most. Looking back at a history of excellence and change-making, I’m stunned by the work that NCJW has done here in XXX--and at the national level as well. NCJW has had a role in the passage major pieces of civil rights and economic justice legislation in this country for the last century.

I wanted to join the board because...[insert a personal reason].

This slate will be voted on and installed at NCJW XXX Section's Annual Meeting on [DATE]. I hope you'll join me on Zoom for the occasion. You can register [PROVIDE LINK]. Can't make it? Consider making a donation in my honor here [INSERT LINK].

Facebook Sample 2

I'm honored to be on the slate for [@XXX XXX, Section's Facebook Handle] (NCJW XXX Section's) 2020-2023 Board of Directors! I wanted to join the board because...[insert a personal reason].

This slate will be installed at NCJW XXX Section's Annual Meeting on [DATE]. I hope you'll join me on Zoom for the occasion. You can register [PROVIDE LINK]. Can't make it? Consider making a donation in my honor here [INSERT LINK].

Facebook Sample 3

Exciting news! I'm thrilled to share that I'm officially on the slate for [@XXX XXX, Section's Facebook Handle] 2020-2023 Board of Directors. I first got involved with NCJW...OR I first learned about NCJW...[fill in something specific about you].

National Council of Jewish Women is a 125+-year-old grassroots organization of volunteers and advocates who turn progressive ideals into action. Inspired by Jewish values, NCJW improves the quality of life for the most vulnerable women, children, and families in the United States and Israel.

This slate will be voted on and installed at voted on and installed at NCJW XXX Section's Annual Meeting on [DATE]. I hope you'll join me on Zoom for the occasion. You can register [PROVIDE LINK]. Can't make it? Consider making a donation in my honor here [INSERT LINK].

Instagram Sample

Exciting news! I'm thrilled to share that I'm on the slate for the [@XXX XXX, Section's Handle]. NCJW is a 125+-year-old grassroots organization of volunteers & advocates who turn progressive ideals into action by advocating for the most vulnerable women, children, and families. The board will be voted on and installed at NCJW XXX Section's Annual Meeting on [DATE]. I hope you'll

join me on Zoom. Learn more at [SECTION WEBSITE] ncjw.org. #NCJWadvocate

Twitter Sample

Exciting news! I'm thrilled to share that I'm on the slate for the [@XXX XXX, Section's Handle] 2020-2023 Board of Directors. NCJW is a 125+-year-old grassroots org of volunteers & advocates who turn progressive ideals into action by advocating for the most vulnerable women, children, and families.

Email Sample

Dear Family and Friends,

I'm writing to share the exciting news that I am on the slate for the National Council of Jewish Women (NCJW) [XXX] Section's Board of Directors starting this spring!

In case you don't know, NCJW is a grassroots organization of volunteers and advocates who turn progressive ideals into action. Inspired by Jewish values, NCJW strives for social justice by improving the quality of life for women, children, and families and by safeguarding individual rights and freedoms.

In 1893, activist and feminist leader Hannah G. Solomon was invited to organize the participation of Jewish women at the Chicago World's Fair. When she and her contingent arrived, they were asked to pour the coffee. So they did what any self-respecting feminist would do: they walked out. By the end of the fair, Solomon had founded the National Council of Jewish Women, creating a space for Jewish women to come together as changemakers forever changing the role of Jewish women.

And for the 125+ years since, in addition to working in the US Congress and at state capitals all over the country, NCJW has provided necessary direct service at the local level, becoming an ingrained and trusted partner in communities from New York to California and everywhere in between, including [where you are from].

I am thrilled to make my own mark on this courageous and passionate organization. The group of women here and around the country who work every day to create a better world, inspire and motivate me to do better and do more. I hope you will join me in my efforts to make my years at NCJW XXX significant.

Here are ways you can support me:

1. Join me at the installation ceremony on Zoom. You can register [HERE – provide a link]
2. Make a donation in my honor. [HERE – provide a link]
3. Sign up to be an NCJW advocate to get action alerts and stay up to date with the organization and become a member. HERE – provide a link]

I'm incredibly honored to join the legacy of progressive Jewish women who have continuously fought for justice on behalf of the most vulnerable. I look forward to sharing more updates once I officially begin my role on the board.

Warmly,
[NAME]