

# Puzzle Pieces Installation

Puzzles are a part of our daily lives. There are crossword puzzles, number puzzles, and jigsaw puzzles. Children learn to work puzzles at an early age, and this process of figuring out how everything fits together continues through adulthood.

The unique thing about puzzles is that until the last word, number, or piece is put into place, the puzzle is incomplete. Every word, number or piece is needed. Likewise, every member of this organization is essential. If one person fails to attend a meeting or function, a piece of this PTA is missing, making it incomplete.

Today, the officers of the \_\_\_\_\_ [name of PTA] will be installed using pieces of a jigsaw puzzle. Each officer has different duties to perform just as each piece of a puzzle is shaped differently. The officers are the leadership pieces in this organization. They provide guidance and help to keep everything running. Will the newly elected officers please come forward? [Have officers line up in order with the treasurer first.]

The treasurer's piece in the puzzle is a financial piece. Your duties include collecting and depositing money, writing checks, and giving a monthly financial statement to your PTA. Do you accept the responsibilities of this office? [The officer should answer, "I do." Give the officer a puzzle piece and small puzzle.] Congratulations. You are an important piece in this organization. Always work to keep your PTA complete.

The secretary's piece in the puzzle is a writing piece. Your duties include taking minutes at every meeting and making sure that all the decisions of your PTA are accurately recorded for the PTA's history. Do you accept the responsibilities of this office? [The officer should answer, "I do." Give the officer a puzzle piece and small puzzle.] Congratulations. You are an important piece in this organization. Always work to keep your PTA complete.

The as vice-president of \_\_\_\_\_ piece in the puzzle is an inspiring piece. Your duties include \_\_\_\_\_ Do you accept the responsibilities of this office? [The officer should answer, "I do." Give the officer a puzzle piece and small puzzle.] Congratulations. You are an important piece in this organization. Always work to keep your PTA complete.

The vice-president's piece in the puzzle is a membership piece. Your duties include charring the membership committee and working closely with your president. Spark PTA interest in all members, old and new, and support your president. Do you accept the responsibilities of this office? [The officer should answer, "I do." Give the officer a puzzle piece and small puzzle.] Congratulations.

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The president's piece in the puzzle is the leadership piece. Your duties include presiding at all meetings, appointing committees and chairmen, and representing your PTA within the community. You have been given the highest honor your PTA can bestow. Serve your membership with love and loyalty. Do you accept the responsibilities of this office? [The officer should answer, "I do." Give the officer a puzzle piece and small puzzle.] Congratulations. You are an important piece in this organization. Always work to keep your PTA complete.

On the table is an unfinished jigsaw puzzle. It represents the members of the \_\_\_\_\_ [name of PTA.] Currently it is incomplete. It needs the officers' pieces to be whole. [To the officers.] Would you please place your pieces in the puzzle? [Continue once the officers are finished.] Officers, you have now assumed your positions within this organization; however, you are not the only pieces in the PTA.

[To the membership.] Members, you are the other pieces needed to complete the PTA. Just as every piece in a puzzle fits snugly together to make a picture, every member of this organization is joined together to accomplish PTA goals. Support one another, and your PTA will be able to achieve great success.