

Sharing Our Success (SOS) Submission Form

Chapter Name:	Memphis
Chapter Membership Size:	Small (Less than 100)
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Chapter Board Position:	Past President/Administrator
Chapter Website URL:	Tdmemphis.org
Submission Title:	From Capability to Commitment: Installing our chapter leaders
What did you do? (a 2-3 sentence summary of your effort):	This sample officer installation ceremony is designed to honor incoming chapter leaders while reinforcing the values and competencies outlined in the ATD Capability Model. The ceremony provides a meaningful and structured way to recognize leadership transitions, inspire commitment, and celebrate the chapter's continued growth and impact. It serves as a customizable resource for chapters seeking to elevate their leadership onboarding experience.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Board Members
Why did you do it? What chapter needs were addressed?	This officer installation ceremony was developed to formally recognize and celebrate the transition of leadership within our ATD chapter. It provides a structured, meaningful way to honor outgoing leaders, welcome incoming officers, and reinforce the values and mission of ATD. By aligning the ceremony with the ATD Capability Model, we also emphasize the importance of continuous development, strategic leadership, and community engagement.

What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)

Leadership Continuity & Recognition

The ceremony ensures a smooth and respectful transition of leadership, reinforcing the importance of each officer's role and contributions.

Member Engagement & Inspiration

By making the installation a visible and celebratory event, we foster a sense of pride and belonging among members, encouraging future leadership participation.

Alignment with ATD's Mission & Capability Model

The ceremony reinforces the chapter's commitment to talent development by showcasing leadership behaviors and capabilities that align with ATD's standards.

Culture Building & Tradition

Establishing a consistent installation ceremony helps build chapter culture and traditions, which contribute to long-term member retention and organizational identity.

Professionalism & Credibility

A formal ceremony elevates the perception of chapter operations, demonstrating that leadership transitions are intentional, strategic, and valued.

What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)

We researched and found samples of other organizational installation ceremonies and adapted what made sense for our ATD chapter. We utilized the ATD board member job descriptions from the chapter resources site to help craft the commitment statements and determined that the chapter administrator was best suited for this role. We then scheduled 15-20 minutes at the beginning of our annual board retreat agenda to enact the ceremony.

Is there anything you would do differently?

We might consider doing a slightly shorter version at our first chapter meeting of the year to help educate our membership on the requirements and expectations of serving on the board. Conducting the ceremony in front of chapter members would add a level of recognition to board members in front of a peer network.

When did you start working on this effort?

Dec 06, 2024

When did this effort go live?

Jan 25, 2025

Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	3
What resources did you use? Check all that apply:	ATD Resources
Select the ATD resources you used. Select all that apply:	Toolkits
Do you have any additional insights to share with other chapters implementing this effort?	Other chapters may already have an installation ceremony or recognition for new officers but we did not and couldn't find one so we created our own. We hope this is a simple and fun resource for other chapters to adapt to their own local chapters.
Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)	https://www.formstack.com/admin/download/file/18536658553
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	National Advisors for Chapters (NAC) NAC Area Call
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes