

OHIO STATE CHAPTER, P.E.O. SISTERHOOD



PLEASE READ THIS COVER LETTER UNDER CORRESPONDENCE AT YOUR NEXT MEETING.

October 1, 2021

Presidents of Local Chapters

Dear Ohio Sisters:

It is once again time to nominate a sister to be the next officer of Ohio State Chapter. She is that special sister who shares her gifts with P.E.O.

Please consider thoughtfully who in your chapter would be a qualified candidate for a position on the executive board. Please do not make the decision for her. Honor this special sister by discussing this opportunity with her and obtaining her permission for your chapter to present her name to the Nominating Committee of Ohio State Chapter.

The requirements for this position include membership in the P.E.O. Sisterhood and to have served at least one full year as president of a local chapter.

A local chapter may vote to submit the name of a candidate. Please refer to the attached *Guidelines for Submitting Name of Candidate for State Office*. The report of the written ballot and required forms are due to the Nominating Committee postmarked on or before January 24, 2022.

Thank you for taking the time to identify a future leader of Ohio State Chapter. The years of service on the state executive board are very exciting times for the officer and her chapter.

Love in P.E.O.,

Nancy

Nancy Shelton, AN, PSP
Chairman, Nominating Committee
Ohio State Chapter
1613 Far Hills Avenue
Dayton, OH 45419
tennisbud12@gmail.com

GUIDELINES FOR SUBMITTING NAME OF CANDIDATE FOR STATE OFFICE

1. Eligibility (Ohio State Chapter Bylaws, Article IV; Section 2): “Any member of convention who has been duly elected and installed and served at least one year as president of any local chapter of the P.E.O. Sisterhood shall be eligible to office, except members of chapters organized since the previous convention. No member shall be eligible for election to the office of president, vice president, or organizer who has not served at least one year on an executive board of a State, Provincial or District Chapter of the P.E.O. Sisterhood. No two members from any chapter shall serve as state officers at the same time.”
2. All candidates, as well as submitting bodies, shall be reminded that any form of campaigning or circularization on behalf of a candidate is in violation of the stated policy of the P.E.O. Sisterhood.
3. All information received by the Nominating Committee shall remain confidential.
4. The Committee shall hold applications for three years. Applicants not selected in any year may be reconsidered for the office of secretary within the next two successive years without having to resubmit the application. A submitting body may also vote to resubmit the name of a candidate previously submitted; in such a case it may update the file with additional information.

SUBMISSION OF NAME

1. A local chapter may submit the name of a candidate by written majority vote. Following a favorable written vote, the president (or vice president if the president’s name is being submitted) of the submitting chapter should complete the **REPORT OF WRITTEN BALLOT** and send it to the chairman of the Nominating Committee.
2. The chapter is to complete the **RECOMMENDATION FORM FOR A PROSPECTIVE NOMINEE FOR SECRETARY** and mail to the chairman of the Nominating Committee.
3. The candidate is to complete the **APPLICATION FOR PROSPECTIVE NOMINEE FOR THE OFFICE OF SECRETARY** and **provide a personal letter of recommendation** from someone who knows the candidate well enough to supply valuable feedback to the Nominating Committee. The application and the personal letter of recommendation are to be mailed to the chairman of the Nominating Committee.
4. All necessary forms are enclosed and may also be found on the state website. Please send all forms, postmarked **on or before January 24, 2022** to:

Nancy Shelton
Chairman, Nominating Committee
1613 Far Hills Avenue
Dayton, OH 45419
tennisbud12@gmail.com

REPORT OF WRITTEN BALLOT

Chapter _____, _____ voted to submit the name of
(Chapter, Location)

_____ for consideration as a
(Name of candidate)

prospective nominee for the Executive Board of Ohio State Chapter. Written
ballot or mail poll was completed on _____
(Date)

Signed: _____
(President/Vice President)

Complete address: _____

Phone: _____

Email: _____

**PLEASE RETURN TO CHAIRMAN OF NOMINATING COMMITTEE
Postmarked on or before JANUARY 24, 2022:**

**Nancy Shelton
Chairman, Nominating Committee
1613 Far Hills Avenue
Dayton, OH 45419
tennisbud12@gmail.com**

**APPLICATION FOR PROSPECTIVE NOMINEE FOR THE OFFICE OF SECRETARY
OHIO STATE CHAPTER, P.E.O. SISTERHOOD**



**To be completed by the candidate and returned to the chairman of the Nominating Committee:
Nancy Shelton, AN, PSP, 1613 Far Hills Avenue, Dayton, OH 45419, tennisbud12@gmail.com
All applications must be postmarked on or before January 24, 2022.**

Please read the *Information Regarding Executive Board Duties* before completing.

Date _____

Please print:

Name _____ Chapter _____ Husband's Name _____
Address _____ City _____ Zip _____
Phone _____ Email _____
Year Initiated _____ into Chapter/Location _____
Other chapters (chapter/location/state) _____
Number of total years in P.E.O. _____

1. Are you currently serving as a local chapter or reciprocity officer? Yes No
If you replied *Yes*, please indicate which office: _____

2. Please indicate the chapter(s), chapter location(s) and year(s) you have served as chapter president:

3. Have you served on an executive board of another state chapter? Yes No
If replied *Yes*, please indicate year(s) and where: _____

4. List any other P.E.O. responsibilities and year(s) outside of local chapter, past or present [i.e., Reciprocity office, convention steering committee, delegate to Convention of International Chapter, etc.): _____

5. Have you served as a delegate to a state convention? Yes No
If you replied *Yes*, please indicate year(s) and where: _____

6. Are you currently serving on a state-level committee? Yes No
If you replied *Yes*, please indicate which committee you are currently serving:

7. If you have not served on a state committee and had the opportunity to serve Ohio State Chapter, please list in order of preference:

8. Computer Programs and Experience: Rate your skills on a scale of 1-5. (1=poor and 5=proficient.)

Email _____ WORD _____
Using attachments _____ EXCEL _____
Web browsing _____ POWERPOINT _____
List other programs _____

9. Are you currently employed? Yes Full time Part-time No

If you replied *Yes*, please share some information about your job (full/part time, travel involved, years of service, flexibility, etc.) _____

10. Please list your educational background: _____

11. Fulfilling the duties of the executive board requires much time, effort and energy. Would home responsibilities, employment and other activities leave ample time for you to perform duties on the executive board and to execute them thoroughly and promptly? Yes No

12. Considerations: Submit a separate document which answers the following questions:

- a. What motivated you to consider serving on the Ohio State Chapter executive board?
- b. What do you expect to gain from service on the board?

I have read the ***Information Regarding Executive Board Duties***, have given careful consideration to the information contained in the document, and understand the commitment of time and energy required to fulfill the position on the executive board of Ohio State Chapter.

Signature: _____ Date: _____

Please include a personal letter of recommendation with your application.

**RECOMMENDATION FORM FOR A PROSPECTIVE NOMINEE FOR SECRETARY,
OHIO STATE CHAPTER, P.E.O. SISTERHOOD**

One letter of recommendation is to be completed by the chapter recommending a nominee to the executive board. Another personal letter of recommendation is to be completed by someone who knows the candidate well enough to provide valuable feedback to the Nominating Committee. The letters of recommendation must be postmarked on or before January 24, 2022.

**Nancy Shelton
Chairman, Nominating Committee
1613 Far Hills Avenue
Dayton, OH 45419
tennisbud12@gmail.com**

Please print all information:

Name of Nominee _____

Chapter _____ City _____

Form completed by: _____ Chapter _____ City _____

Phone (home) _____ (work and/or cell) _____

Email _____

Complete address _____

Relationship to nominee _____

Please provide us with a letter of recommendation for the candidate and include the following:

- ★ **Personal Characteristics:** Describe your candidate in terms of dependability, tolerance, fairness, kindness, sense of humor, analytical ability, initiative, creativity, stamina, and poise.
- ★ **Abilities and Skills:** Describe your candidate in terms of leadership, willingness to listen, ability to make decisions, attention to detail, and promptness.
- ★ **Overall Assessment:** Briefly familiarize us with your candidate by providing an example of qualities which best describe her. Include how your prospective nominee's special skills, strengths, and knowledge of P.E.O. would make her a suitable executive board member and representative to the membership at large. Please add any pertinent information not provided elsewhere on this form.



INFORMATION REGARDING DUTIES OF THE EXECUTIVE BOARD MEMBERS

The Executive Board of Ohio State Chapter would like to share some points that you will want to consider when submitting your application. This realistic look at “life on the board” is not meant to overwhelm or discourage you, but rather to emphasize that the board experience is both exciting, time consuming and complex; a unique challenge that can bring lifelong rewards, but not without sacrifice and diligence. Please feel free to call the chairman of the Nominating Committee to discuss your questions or concerns.

P.E.O. Skills and Knowledge:

Bylaws require prospective nominees to have served as a local chapter president for one year. Serving in chapter offices and becoming familiar with our Constitution, ceremonies and policies is the best preparation for successful executive board service. Involvement in reciprocity councils, convention planning activities and service on state committees complements local chapter experience and can be helpful for prospective nominees. Thoughtful commitment to the mission of our Sisterhood is essential.

Equipment and Technology Skills:

It has become imperative that prospective nominees have significant experience and comfort working with computer programs. Executive board members make extensive use of email, accessing websites as well as extensive use of Microsoft Word (manipulating documents and managing attachments). Experience with Excel, PowerPoint, and Publisher is helpful. Each board member receives a laptop and printer/scanner which is on loan during their board tenure. At the end of her term, her five-year old computer is retired from use and may be kept by the retiring board member. Note to prospective nominees: skilled work with these computer programs can be learned; lack of more advanced computer skills will not preclude you from consideration. Effective board work requires extensive work with basic computer skills and an interest and desire in becoming more competent in technology.

Service on the Board:

Service on the Executive Board of Ohio State Chapter may require the sacrifice of some family time, special occasions, or work with other organizations and committees. Family and chapter support is essential to your effectiveness. P.E.O. must be a priority **both personally and professionally**. The supplies of each office take up considerable space in a home. You will need sufficient space to house supplies and conduct the work of the state chapter. Each office has its own specific responsibilities that must be completed independently. As a board member, you are also an important team member responsible for the business of the state chapter and promoting the growth and success of local chapters.

State Officers' Required Events:

You will have certain demands on your time during each year of service. Please keep in mind the following may not include travel time to and from the location:

- ★ State Convention: 6 days (includes Preconvention and Postconvention Board Meetings)
- ★ Board Meetings: June Officer Transition, August, November, January, and April
- ★ International Convention (in odd years): 4-5 days
- ★ Official Chapter Visits: approximately 10-12 visits in the fall
- ★ Officer Training Workshop: held in April, generally in conjunction with Spring Board Meeting
- ★ New Chapter Organizations: 2 days per organization for board members other than the Organizer
- ★ Anticipated time traveling: about 30 days per year, pre-Covid. Zoom is being used extensively since Covid and will likely continue to be an important resource for efficiency and cost savings.

Travel:

Authorized travel is reimbursed by Ohio State Chapter. Due to the size of our state you will sometimes be traveling alone at great distance to complete responsibilities. Whenever possible, executive board members travel together and share rooms to assist with board expenses. When required conferences are offered by International Chapter, the appropriate officers are expected to attend, with expenses and travel paid.

Expenses:

Ohio State Chapter advances funds to cover board expense such as postage, certain office supplies, telephone calls and travel. In the year of Convention of International Chapter, the president and vice president will attend as delegates with expenses paid. The organizer, treasurer and secretary also attend as visitors with expenses paid. Please be aware, you will incur some personal expenses not reimbursed by Ohio State Chapter.

Rewards of Service:

Keep in mind that while service on the executive board is time consuming and challenging, it is an incredible experience. Opportunities for self-improvement abound and the friendships forged are rewards that last a lifetime. Your understanding and appreciation for P.E.O., its mission and members will grow tremendously; it's a unique and dynamic opportunity to serve our Sisterhood.

Considerations:

To fulfill the duties as a member of the Executive Board of Ohio State Chapter requires much time, energy, and effort. These are questions that the executive board feels you should consider:

- ★ What are my reasons for accepting this opportunity to be considered for a position on the Executive Board of Ohio State Chapter? What is my ultimate goal?
- ★ Am I willing to expend the required time on P.E.O. work at home and travel away from home for board meetings, visitations, workshops, organizations, and conventions?
- ★ Is my family, especially my spouse, aware that my responsibilities will require periods of time away from home and are we, as a family, willing to sacrifice this family time?
- ★ Am I prepared to handle life on the executive board, (i.e. long hours, maintaining inventory and handling supplies, files, and luggage necessary for board meetings, chapter visits, local chapter officer training and conventions)?
- ★ Would my home responsibilities, employment, and other activities leave ample time for me to enjoy the duties on the executive board and to execute them thoroughly and promptly?
- ★ Am I proficient on the computer? Am I comfortable using this equipment extensively? Am I willing to learn new programs?
- ★ Am I comfortable talking with others? Reaching out to others? Can I motivate and encourage other P.E.O. members?
- ★ My commitment, if nominated and elected, would be for one year, but if my health and circumstances permit, would I be willing to continue serving on the Executive Board of Ohio State Chapter for a total of five years?

Responsibilities of Each State Office:**Secretary**

- ★ Prepares board minutes, approximately 15 pages per meeting, utilizing Word and Excel programs
- ★ Gathers reports for president's Proceedings and Convention Program
- ★ Receives training and serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Processes annual reports of local chapter membership from corresponding secretaries
- ★ Adviser to *Heartline* layout specialist and distributes through board contact chapters
- ★ Adviser to IPS, PCE, and History

- ★ Board Contact Officer for assigned group of local chapters

Treasurer

- ★ Receives all funds, makes deposits and signs all checks
- ★ Processes annual reports of local chapter treasurers
- ★ Supervises and works with Executive Assistant to the Treasurer to:
 - Prepare warrants for president and reconcile bank balances
 - Prepare monthly financial reports
 - Oversee transfer and investment of funds
 - Maintain accurate account of state chapter finances through use of integrated QuickBooks software
- ★ Serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Adviser to ELF, Scholar Awards, and STAR Scholarship
- ★ Adviser to Registration Committee at Convention of Ohio State Chapter
- ★ Board Contact Officer for assigned group of local chapters

Organizer

- ★ Oversees the health of all Ohio P.E.O. chapters and organizes new chapters. Attends regular meetings with chapters to be formed prior to organizations.
- ★ Prepares materials for Official Visits of local chapters.
- ★ Prepares and presents Period of Instruction, workshops and buzz sessions as requested at convention
- ★ Attends Cottey Seminar (even-numbered years)
- ★ Adviser to Unaffiliate/Nonresident Chairman, Membership Committee, and Reciprocities
- ★ Attends LEAD Conference held in Des Moines, Iowa, in July
- ★ Board Contact Officer for assigned group of local chapters

Vice President

- ★ Adviser to Cottey Committee and Ohio Scholarships
- ★ Attends Cottey Seminar (even-numbered years)
- ★ Adviser to Projects Room, Time of Remembrance, Projects Event, and Golden Girl Celebration at convention
- ★ Adviser to A&R Committee regarding Local Chapter Bylaws and Standing Rules
- ★ Serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Prepares workshop in even-numbered years for delegates and visitors to Convention of International Chapter at State Convention
- ★ Adviser to hostess chapters for convention
- ★ Attends Convention of International Chapter as a delegate in odd-numbered years
- ★ Board Contact Officer for assigned group of local chapters

President

- ★ Holds responsibility for the welfare of Ohio State Chapter
- ★ Attends LEAD Conference held in Des Moines, Iowa in July
- ★ Oversees standing committees and the work of all state officers
- ★ Adviser to A&R Committee regarding amendments
- ★ Presides over annual Convention of Ohio State Chapter
- ★ Serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Attends Convention of International Chapter as a delegate in odd-numbered years
- ★ Board Contact Officer for assigned group of local chapters

These are just some of the experiences and responsibilities of board service that allow sisters to share their unique talents while acquiring new skills and celebrating our Sisterhood.