



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 for presentation 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.