



## ***Which Committee Is Best For You?***

### **OHIO STATE CHAPTER, P.E.O. SISTERHOOD**

#### **ALL COMMITTEES:**

Basic computer skills in word processing, spreadsheet programs, and use of email are required. Project chairmen and standing committees report to an executive board officer as adviser. Serving a state committee does not require having served as a local chapter president.

#### **P.E.O. International Project Chairman (Cotley, ELF, IPS, PCE, PSA, STAR):**

*Time commitment: Several hours each month; various duties during state convention. Note: three-year committees divide duties.*

- Promotes interest in appointed project and serves as adviser to the local chapter chair.
- Participates in state committee Leadership Meeting, led by executive board, usually scheduled in August.
- Maintains accurate files of the committee as identified in Committee Guidelines.
- Maintains a report of activities and submits quarterly to adviser
- Provides adviser with updated information for the Ohio P.E.O. website as needed.
- Prepares project information articles for the *Heartline*, as requested.
- Attends Convention of Ohio State Chapter as a member of convention.
- Prepares and dismantles Project Display at Convention.
- Secures a project recipient speaker for convention and notifies sponsoring chapter, makes meal reservations, submits speaker's remarks, her biography, digital photo of speaker, and prepares introductory remarks.
- Prepares annual report of the chairman for convention and Proceedings of Ohio State Chapter.
- Transfers supplies and files to successor at convention or at designated time.

#### ***In addition, duties specific to certain projects include the following:***

**Cotley College:** *(rotating committee of three; newest member is appointed annually for a three-year term; the senior member [third year] serves as chair)*

*Additional time commitments at various times during the year:*

- Revises Cotley materials and maintains working knowledge of current resources and information.
- Educates Cotley College chair of local chapters about college and encourages recruitment of Ohio women.
- Maintains and distributes Cotley Inquiry Lists to Reciprocity Projects Chair and local chapters.
- Promotes and administers Cotley Care & Travel Fund.
- Maintains connections of Ohio women attending Cotley and enrollment prospects.
- Maintains connections with current Cotley alumnae living in Ohio.
- Assists local chapters with Cotley recruitment procedures, including local college fairs.
- Travels to Cotley College in summer of even-numbered years to attend Cotley Seminar or attends a Virtual Seminar.

**P.E.O. Educational Loan Fund:** *(one person, one year appointment but may serve two years)*

- Maintains list of current ELF recipients sponsored by Ohio chapters.
- Maintains list of ELF Legacy Chapters.

**P.E.O. International Peace Scholarship Fund:** *(one person, one year appointment but may serve two years)*

- Maintains annual list of all IPS students.
- Maintains list of Partners in Peace Chapters.

**P.E.O. Program for Continuing Education:** *(one person, one year appointment but may serve two years)*

- Maintains list of current PCE recipients sponsored by Ohio chapters and their award amounts.
- Maintains list of P.C.E. Brighter Tomorrow Chapters.
- Maintains information about Joan K. Bradshaw PCE Grant.

**P.E.O. Scholar Awards:** *(one person, one year one year appointment but may serve two years)*

- Maintains list of current P.E.O. Scholar Awards recipients sponsored by Ohio chapters.
- Maintains list of PSA Laureate Chapters.

**P.E.O. STAR Scholarship:** *(one person, one year committee)*

- Maintains list of STAR recipients sponsored by Ohio chapters.
- Maintains list of STAR Constellation Chapters.

**Ohio Scholarships:** *(rotating committee of three; newest member is appointed annually for a three-year term; the senior member [third year] serves as chair)*

*Time commitment: A few hours each month. The chairman will spend several hours each month from July through November. All committee members spend more hours January through March reviewing applications.*

- Serves as adviser to the local chapter chair.
- Provides all Ohio P.E.O. members current information about Ohio Scholarships.
- Secures and considers applications for scholarships to Cottey College.
- Recommends applications for scholarships to the Board of Trustees of the P.E.O. Foundation.
- Prepares for and attends three committee meetings: goals; selection review process; and post-selection review (selection review meeting is two to three days)
- Chair submits an annual report to convention of state chapter.

**Amendments and Recommendations:** *(rotating committee of three, one of whom is a past state president of Ohio State Chapter; newest member is appointed annually for a three-year term; the senior member [third year] serves as chair)*

*Time commitment: A few hours a month. Between February and May, more hours are spent setting parliamentary form for proposed amendments and reviewing local chapter bylaws and standing rules.*

- To consider and put into parliamentary form, with the help of an adviser from International Chapter Study and Research Committee, the proposed amendments and recommendations received by the committee and refer them to the executive board for consideration.
- Reads and evaluates the bylaws and standing rules of each local chapter if their bylaws were changed during the year.
- Proofreads the Bylaws and Standing Rules of Ohio State Chapter (following convention of state chapter)
- Chair presents proposed amendments at convention.

**Finance:** *(rotating committee of three, one of whom is a past state president of Ohio State Chapter; newest member is appointed annually for a three-year term; the senior member [third year] serves as chair)*

*Time commitment: A few hours each month until late winter/early spring when preparation of proposed state budget begins.*

- Accounting background is helpful but not required
- Receives monthly financial statements from state treasurer and reviews for accuracy.
- Analyzes quarterly officers' expense summaries sent by vice president.
- Consults and recommend depositories and investments to the executive board.
- Prepares and presents proposed budget and allocation of dues at state convention; presented by the chair.
- Prepares and sends annual reports to adviser.
- Approves travel arrangements for the Ohio delegation to Convention of International Chapter.

**History:** *(one person, one year appointment but may serve two years)*

*Time commitment: A few hours each month.*

- Collects and preserves all possible data relative to P.E.O. in Ohio.
- Maintains scrapbook containing the history of Ohio State Chapter.
- Responsible for the safekeeping of all editions of the *Book of Remembrance*, for lettering in same, and for displaying at Convention of Ohio State Chapter.
- Prepares a resume of the local chapter presidents' letters.
- Reports to Convention of Ohio State Chapter the highlights of individual P.E.O.s in Ohio and important events relating to the state and local chapters.
- Prepares the video presentation for Golden Girls and Anniversary Chapters for convention.
- Photography skills and computer skills are needed.

**Membership:** *(committee of five, one of whom shall be a past president of Ohio State Chapter and will serve as the chair of the committee; with the exception of the chairman, each member shall serve a quadrant of the state chapter)*

*Time commitment: A few hours each week.*

- Promotes good chapter health among the members.
- Advises local chapter membership chairs concerning membership issues and resources available.
- In conjunction with executive board, may provide direct intervention for at-risk chapters through the Chapter Vitality Program (CVC) through training Coaches, Mentors and Trainers for local chapters.
- Maintains contact list of quadrant local chapter presidents and membership chairs.
- Distributes monthly membership emails and Hot Spots.
- Prepares and presents the Fall Membership Workshop virtually to all chapters in the state.

**Unaffiliate/Nonresident:** *(one person, one year appointment but may serve two years)*

*Time commitment: A few hours each month with a higher concentration in October and May.*

- Working knowledge of Excel required.
- Maintains Excel database of active and inactive records of unaffiliate P.E.O.s living in Ohio.
- Promotes interest within Reciprocities and local chapters to actively assimilate into chapters all unaffiliate, nonresident, and women introduced to P.E.O. by letter of introduction.
- Prepares unaffiliate reports for reciprocity groups and local chapters not in a reciprocity and send as designated.
- Prepares unaffiliate reports for adviser or vice president, as requested. Keep adviser informed of unaffiliate clusters.
- Oversees the Ad hoc committee for UNNR to assist in this becoming an OSC Standing Committee.