

PRESIDENT'S CALENDAR GUIDELINES

MARCH

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Send Spring *Heartline* to chapter sisters. Corr sec reads the state president's letter at the next meeting.
- Verify that numbers agree on annual reports of the corr sec and treasurer BEFORE SIGNING. Annual reports must be mailed between March 1-10.
- Notify the treasurer to send chapter dues/fees to the state treasurer immediately after signing annual reports.
- IMMEDIATELY following elections of the first meeting in March, outgoing corr sec or technology contact will complete the Report of Election of Officers and Delegate/Alternate to Convention (peointernational.org > Resource Library > Local Chapter Officers > Election of Local Chapter Officers).
- Schedule and conduct Officer Transition Meeting with outgoing and incoming officers.
- Review all duties and supplies of each office and have needed supplies ordered. .
- Notify the treasurer and auditing committee to give their report in March or April to chapter members.
- By March 10, recording secretary will send a copy (to state vice president) of bylaws/standing rules if amended during the fiscal year, OR, send notification that no changes were made.
- By March 10, send the Keeping In Touch (KIT) form to your board contact officer.

APRIL

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Convention delegate, alternate, and any visitors register for state convention.
- Attend virtual Local Chapter Officer Training with all officers and membership committee chair.

MAY/JUNE

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Review and appoint new committees.
- State Convention Delegate Report given at June/next meeting.
- Distribute *Ohio State Chapter Directory of Officers and Committees* to officers and yearbook chairman. (*Directory is distributed at convention and is available at ohiopeo.org.*)
- Advise yearbook committee and chapter of all pertinent information from convention business. Yearbook should not be printed prior to convention so new board member and upcoming conventions can be included..
- If there are no summer meetings, have a motion made to pay all bills incurred over the summer.
- In the year of an Official Visit, send materials to the state officer as requested.
- Remind corr sec to report local chapter committee chairs and technology contact on the International website.

JULY/AUGUST

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Corr sec sends yearbook electronically to board contact officer by October 1.

SEPTEMBER

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Ratify all bills that were paid during the summer.
- Official Visit (once every four years in September, October, or November)
- Provide P.E.O. Wish form (ohiopeo.org) to all chapter members to either complete or update.

OCTOBER

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Send Fall *Heartline* to chapter sisters. Corr sec reads the state president's letter at the next meeting.
- Nominating Committee Packet arrives for nomination of a chapter sister for Secretary of Ohio State Chapter.

NOVEMBER

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Discuss whether the chapter has any changes to the chapter bylaws or standing rules.

DECEMBER

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Proposed amendments and/or recommendations to the state chapter bylaws and standing rules are due to the state president and state A&R Committee.

JANUARY

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Send *Winter Heartline* to chapter sisters. Corr sec reads the state president's letter at the next meeting.
- Celebrate Founders' Day; P.E.O. was founded on January 21, 1869.
- Treasurer sends Notice of Dues to all active members and active nonresidents.
- Annual Report packets arrive. Distribute to the treasurer and corresponding secretary.
- Chapter contributions are due to Executive Assistant of Ohio State Chapter, Beth Cox, by January 31.

FEBRUARY

- Receive and download board contact email. Share with chapter members and take any necessary action.
- Dues are due!
- Prepare the annual President's letter and read to chapter for their approval. By March 1, send the annual President's letter to the board contact officer and nonresident members.