

**OHIO STATE CHAPTER, P.E.O. SISTERHOOD
Nominating Packet for 2024-2025 Secretary**



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

October 1, 2023

Presidents of Local Chapters

Dear Ohio Sisters:

It is time to consider nominating a sister for the next secretary of Ohio State Chapter. She is that special sister who has served as a chapter president for at least one year, desires to celebrate, educate and motivate sisters throughout Ohio and wants to lead Ohio P.E.O.s into the future.

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.

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 22, 2024.

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.,

Jane

Jane Koch, AJ, PSP
Chair, Nominating Committee
Ohio State Chapter
109 Lindsey Rd
Munroe Falls, OH 44262
janekochpeo@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 chapters, 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 chair of the Nominating Committee.
2. The chapter is to complete the **RECOMMENDATION FORM FOR A PROSPECTIVE NOMINEE FOR SECRETARY** and mail to the chair 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 chair 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 22, 2024** to:

Jane Koch, AJ, PSP
Chair, Nominating Committee
109 Lindsey Rd
Munroe Falls, OH 44262
janekochpeo@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 CHAIR OF NOMINATING COMMITTEE
Postmarked on or before JANUARY 22, 2024**

**Jane Koch, AJ, PSP
Chair, Nominating Committee
109 Lindsey Rd
Munroe Falls, OH 44262
janekochpeo@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 chair of the Nominating Committee:

Jane Koch, AJ, PSP, 109 Lindsey Rd, Munroe Falls, OH 44262

The application must be postmarked on or before January 22, 2024.

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	_____	GOOGLE DRIVE	_____

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 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 22, 2024.

**Jane Koch, AJ, PSP
Chair, Nominating Committee
109 Lindsey Rd
Munroe Falls, OH 44262
janekochpeo@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 include the following information in your letter of recommendation:

- ★ **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.

OHIO STATE CHAPTER EXECUTIVE BOARD SERVICE

Service on the board is a unique and dynamic opportunity to serve the P.E.O. Sisterhood. It allows one to share her unique talents, acquire new skills and share the joy of P.E.O. with Ohio sisters. While service is both time consuming and challenging, it is also a rewarding experience that often results in friendships that last a lifetime. The Nominating Committee chair is happy to answer any questions and/or concerns about board service and has provided this document to outline the requirements and responsibilities.

Requirements and Skills:

Our bylaws require that nominees have served as a local chapter president for one year. Service on state committees, convention planning experience and reciprocity service is also encouraged but not required. Nominees must have experience with technology such as email, accessing websites, conducting zoom meetings, use of Microsoft Word, use of Google Drive, manipulating documents and managing attachments, editing and so forth. Experience with Excel, PowerPoint, and Publisher is also helpful. Each officer receives a laptop and printer/scanner.

Service on the Board:

Service on the Executive Board of Ohio State Chapter does typically allow for scheduling around family and other activities. Full time employment that allows flexibility is helpful. Sufficient space to house supplies and conduct the work of the state chapter in a “home office” setting is recommended. Each officer position requires both independent work and work as a team member.

Required Events:

There are specific events and meetings that are required during each term in office and are listed below:

- ★ Board Meetings
 - Officer Transition Meeting (in person): 1 day in June
 - Board meetings (zoom): August, November, January, April and June
 - Convention site visit (in person): January
- ★ Convention of Ohio State Chapter: (in person) 3-6 days
- ★ Convention of International Chapter (in person): 4-5 days
- ★ Reciprocity (or group) Founders’ Day luncheon (in person): 2-3 per year
- ★ Official Visits (in person or via zoom if local chapter prefers): approx. 8 -10 visits in the fall
- ★ Leadership Meeting (zoom): 1 morning in August
- ★ New Chapter Organizations: (in person) for ceremony (one afternoon or evening)
- ★ Any additional workshops presented by International Committees (zoom)
- ★ Any additional workshops presented by Ohio State Chapter (zoom)
- ★ Cottey Seminar (in person) 3 days for Organizer and Vice President in August in Nevada, MO
- ★ LEAD (in person) 3 days for Organizer and President in July in Des Moines, IA

Travel/Expenses

Authorized travel is reimbursed by the Ohio State Chapter. When required International conferences are held, the appropriate officers are reimbursed for expenses and travel. Ohio State Chapter reimburses officer expenses such as postage and office supplies when necessary.

Overview of Officer Responsibilities:

Secretary

- ★ Prepares board minutes, utilizing Google drive, Word and Excel programs
- ★ Gathers reports for convention delegate packets
- ★ Receives training and serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Assists the local chapter corresponding secretary with completing the annual reports online
- ★ Maintains the Honor Roll of 50+ year members
- ★ Distributes the Change in Membership Form from International first of the month

- ★ Edits the *Heartline* with assistance of a layout specialist
- ★ Serves as adviser to IPS, PCE, and History committees
- ★ Acts as board contact for approximately 28 local chapters
- ★ Distributes the Proceedings to state committee chairs

Treasurer

- ★ Assists the local chapter treasurers for completing the annual report and IRS form online
- ★ Deposits local chapter annual dues checks
- ★ Tracks chapter donations for Book of Remembrance and special lump sum donations to projects
- ★ Reviews and disperses monthly financial reports prepared by the Executive Assistant
- ★ Supervises the work of the Executive Assistant to the Treasurer:
 - Receive chapter donations, makes deposits, prints and signs checks
 - 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
- ★ Serves as adviser to ELF, Scholar Awards, and STAR Scholarship committees
- ★ Advises Registration Committee, Time of Remembrance, Projects displays at convention
- ★ Board Contact Officer for assigned approx. 28 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)
- ★ Serves as adviser to Unaffiliate/Nonresident Chair, Membership Committee, and Reciprocities
- ★ Attends LEAD Conference held in Des Moines, Iowa, in July
- ★ Serves as board contact for approx. 28 local chapters

Vice President

- ★ Serves as adviser to Cottey Committee and Ohio Scholarships
- ★ Attends Cottey Seminar (even-numbered years)
- ★ Serves as Adviser to Projects Event, and 50-year member Celebration at convention
- ★ Advises A&R Committee regarding Local Chapter Bylaws and Standing Rules
- ★ Serves as proxy for Official Visits of local chapters as requested by the Organizer
- ★ Oversees delegates and visitors to Convention of International Chapter
- ★ Attends Convention of International Chapter as a delegate in odd-numbered years
- ★ Serves as board contact for approx. 28 local chapters
- ★ Leads annual Leadership Workshop

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
- ★ Serves as adviser to A&R Committee, Finance, Convention Advisory Committee and Ad hoc Tech Committee
- ★ 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
- ★ Serves as board contact for approx. 28 local chapters
- ★ Prepares the Proceedings of the Ohio State Convention