



**OHIO STATE CHAPTER, P.E.O. SISTERHOOD
Nominating Packet for 2026-2027 Secretary**

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

October 1, 2025

Dear Ohio P.E.O. Sisters,

Local chapters have the privilege of recommending a candidate for secretary of the Executive Board of Ohio State Chapter. Please consider thoughtfully the importance of this recommendation. If you have a chapter sister that has served at least one year as chapter president and has a strong love for and commitment to our Sisterhood, discuss this opportunity with her and obtain her permission to present her name to the Nominating Committee of Ohio State Chapter.

The Nominating Committee invites candidates to step into deeper connection, service and leadership. The contributions made will ripple through Ohio chapters, yet the most surprising gift may be what the nominee gains in return. The act of giving becomes its own reward, and showing up for others may reveal strengths one never knew she had.

Please refer to the attached Guidelines for Submitting Name of Candidate for State Office for instructions. The report of the written ballot, chapter recommendation form, candidate application, and personal letter of recommendation are due to the chair of the Nominating Committee postmarked on or before January 22, 2026.

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

Lovingly in P.E.O.,

Kristen

Kristen Gebhardt, EE, PSP
Chair, Nominating Committee, Ohio State Chapter
9395 Hunt Club Trail NE
Warren, OH 44484
kristengebhardt.peo@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 Nominating 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 following a favorable written vote. The president (or vice president if the president's name is being submitted) of the submitting chapter will complete the **REPORT OF WRITTEN BALLOT** and mail to the chair of the Nominating Committee.
2. The chapter will complete the **RECOMMENDATION FORM FOR A PROSPECTIVE NOMINEE FOR SECRETARY** and mail to the chair of the Nominating Committee.
3. The candidate will 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. Submit all required forms, postmarked **on or before January 22, 2026**, to:

**Kristen Gebhardt, EE, PSP
9395 Hunt Club Trail NE
Warren, OH 44484
kristengebhardt.peo@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)

Printed name: _____

Complete address: _____

Phone: _____

Email: _____

PLEASE RETURN TO CHAIR OF NOMINATING COMMITTEE
Postmarked on or before JANUARY 22, 2026

Kristen Gebhardt, EE, PSP
Chair, Nominating Committee
9395 Hunt Club Trail
Warren, OH 44484
kristengebhardt.peo@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:
Kristen Gebhardt, EE, PSP, 9395 Hunt Club Trail NE, Warren, OH 44484.
The application must be postmarked on or before January 22, 2026.**

Date _____

Please print:

Name _____ Chapter _____ Spouse's Name _____
Address _____ City _____ Zip _____
Phone _____ Email _____
Year Initiated _____ into Chapter/Location _____
Other chapters (chapter/location/state) _____

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 served as chapter president:

3. Have you served as a delegate to a state convention? _____ Yes _____ No
If you replied Yes, please indicate year(s) and which S/P/D: _____

4. Have you served or are you currently serving on a state-level committee? _____ Yes _____ No
If you replied Yes, please indicate which committee(s) and years served: _____

5. 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]:

6. Have you served on an executive board of another S/P/D chapter? _____ Yes _____ No
If you replied Yes, please indicate year(s) and which S/P/D: _____

7. Technology Experience: Rate your skills on a scale of 1-5 (1=poor and 5=proficient)

Email	WORD
Managing attachments	EXCEL
Web browsing	POWERPOINT
Zoom	Google Drive

8. Please list your career/employment background: _____

9. Are you currently employed? _____ Yes _____ 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 executive board duties 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 Executive Board of Ohio State Chapter?
- 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, 2026.

**Kristen Gebhardt, EE, PSP
Chair, Nominating Committee
9395 Hunt Club Trail NE
Warren, OH 44484**

Please print all information:

Name of Nominee _____

Chapter _____ City _____

Form completed by: _____ Chapter _____ City _____

Phone (preferred) _____

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 your prospective nominee's special skills, strengths, and knowledge of P.E.O. that 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 executive board is an exceptional 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 results in friendships that last a lifetime. The chair of the Nominating Committee has provided this document to outline the responsibilities and welcomes questions about board service.

Requirements and Skills:

It is required that a nominee has served as a local chapter president for one year. Service on a state committee, convention planning or reciprocity is also desirable but not required.

A nominee should have experience with technology such as email, accessing websites, Zoom, Microsoft Word, manipulating documents, and managing attachments. Experience with Excel, PowerPoint, and Google Drive is helpful; however, tutorials and assistance are available when learning new programs. Each officer receives a laptop and printer/scanner for use during her tenure on the board.

Service on the Board:

Service on the Executive Board of Ohio State Chapter allows for scheduling around family and other activities. Employment that allows flexibility is helpful. Each office requires both independent work and effort as a team member. The time commitment varies by office and individual work style ranging from several hours per week to several hours per day.

Required Events:

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

- ★ Board Meetings (via Zoom): held quarterly and pre- and post-convention
- ★ Officer Transition Meeting (in person): 1 day in June
- ★ Convention site visit (in person): January
- ★ Convention of Ohio State Chapter (in person): 3-4 days
- ★ Convention of International Chapter (odd-numbered years, in person): 4-5 days
- ★ Reciprocity Founders' Day luncheons (in person): 1-2 per year
- ★ Official Visits (in person): approx. 8 -10 visits in the fall
- ★ Leadership Meeting (via Zoom): 1 morning in August
- ★ New Chapter Organizations (in person): one afternoon or evening
- ★ Additional workshops presented by International Committees (via Zoom)
- ★ Additional workshops presented by Ohio State Chapter (via Zoom)
- ★ LEAD (in person) 3 days for President and Organizer 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 meeting minutes, utilizing Google Docs
- ★ Serves as board contact officer for approximately 26 local chapters
- ★ Edits the *Heartline* with assistance of a layout specialist
- ★ Advises IPS, PCE, and History committees
- ★ Gathers reports, prints and assembles convention delegate packets
- ★ Oversees electronic annual report process for local chapters
- ★ Distributes monthly Change in Membership list from International
- ★ Advises convention committees
- ★ Works with president to prepare and distribute convention proceedings

Treasurer

- ★ Oversees the electronic annual report process for local chapters
- ★ 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:
 - o Receives chapter donations, makes deposits, prints and signs checks
 - o Prepares warrants for president and reconcile bank balances
 - o Prepares monthly financial reports
 - o Oversees transfer and investment of funds
 - o Maintains accurate account of state chapter finances using integrated QuickBooks software
- ★ Advises ELF, Scholar Awards, and STAR Scholarship committees
- ★ Advises Registration Committee, Time of Remembrance at convention
- ★ Serves as board contact officer for approximately 26 local chapters

Organizer

- ★ Oversees the health of all Ohio P.E.O. chapters and organizes new chapters
- ★ Serves as board contact officer for approximately 26 local chapters
- ★ Prepares materials for official visits of local chapters and trains executive board members to be her proxies
- ★ Prepares and presents Period of Instruction, workshops and buzz sessions as requested at convention
- ★ Advises reciprocities and Unaffiliate and Membership committees

Vice President

- ★ Advises Cottey and Ohio Scholarships committees
- ★ Serves as board contact officer for approximately 26 local chapters
- ★ Advises Projects Event at convention, honoring anniversary chapter, 50-year honorees, and philanthropies
- ★ Oversees delegates and visitors to Convention of International Chapter in odd-numbered years
- ★ Attends Convention of International Chapter as a voting member in odd-numbered years
- ★ Leads annual Leadership Meeting

President

- ★ Holds responsibility for the welfare of Ohio State Chapter
- ★ Serves as board contact officer for approximately 26 local chapters
- ★ Oversees standing committees and the work of all state officers
- ★ Creates agendas and presides at board meetings
- ★ Advises A&R, Finance, Convention Advisory and Technology committees
- ★ Presides over Convention of Ohio State Chapter
- ★ Oversees delegates and visitors to Convention of International Chapter in odd-numbered years
- ★ Attends Convention of International Chapter as a voting member in odd-numbered years
- ★ Works with secretary to prepare and distribute convention proceedings