



GUIDELINES FOR SERVING ON THE P.E.O.

GEORGIA STATE CHAPTER EXECUTIVE BOARD

Nomination forms available **Oct. 1**

Application deadline **Feb. 15**

For more information, contact GA State Nominating Committee

Serving on the state board advances opportunities for personal growth and promotes leadership development. Board service can be time consuming and challenging but offers an incredible experience that forges friendships that last a lifetime. Your understanding and appreciation for P.E.O., its mission and its members will grow tremendously.

ELIGIBILITY

- Serve as president of a local chapter for at least one year
- Be an active member of a Georgia P.E.O. chapter
- Be a member of the convention at which she is elected and installed (delegate, state committee chair, etc.)

QUALIFICATIONS

- General knowledge of computers including sending/receiving emails, website navigation, and creating/managing documents in Word, Excel, and Google Docs
- Ability to respond promptly to emails, texts and phone calls
- Travel by car across the state and by air, if needed, for out-of-state training/conventions
- Overall understanding of governing documents: P.E.O. Constitution, state policies and procedures and international/state/local chapter bylaws and standing rules
- Familiarity with the international and state P.E.O. websites.
- State committee experience is recommended but not required

STATE OFFICER DUTIES

There are 5 offices served in sequence and the commitment to serve is renewed yearly:
Secretary, Treasurer, Organizer, Vice President, President

SECRETARY (YEAR 1)

- Record minutes of all board meetings and state convention
- Send state correspondence
- Approve local chapter corresponding secretary annual reports
- Serve as adviser to the Cottey Committee
- Organize Time of Remembrance at state convention

TREASURER (YEAR 2)

- Conduct state chapter finances
- Receive, record, & disburse gifts, dues, memorials & honorariums
- Prepare quarterly & annual financial reports with Financial Data Asst.
- Manage the electronic reporting system for Annual Reports
- Serve as adviser to the International Projects Committee
- Organize the Projects Dinner at the state convention

ORGANIZER (YEAR 3)

- Schedule and plan official visits & board buddy calls
- Schedule and plan Local Chapter Workshops
- Coordinate the organization of new chapters
- Manage the overall health and status of local chapters including reorganization, revitalization, mergers and disbandments
- Serve as adviser to Membership Committee, Unaffiliate Coord. & NCDC
- Organize the Period of Instruction at the state convention

VICE PRESIDENT (YEAR 4)

- Oversee the content of the state chapter website & monthly newsletter
- Work closely with next year's convention steering committee
- Prepare for her year as state president
- Serve as adviser to GA Scholarship & Technology Committees
- Assign and manage CIC Delegate and Convention Hostess Chapters
- Organize the Georgia Scholarship Luncheon at the state convention

PRESIDENT (YEAR 5)

- Ex-officio member of all standing committees, except Nominating
- Plan and preside at all board meetings and the state convention
- Working closely with the convention steering committee
- Plan for Convention of International Chapter (odd years)
- Prepare and track state goals and initiatives

ALL OFFICERS

BOARD BUDDY CHAPTERS

Each state officer shall serve as a Board Buddy for a group of 12-14 local chapters within the state. The chapters assigned to each officer will remain the same for her entire tenure on the executive board. She will act as the first point of contact, perform Board Buddy Calls, provide resources, answer questions, offer suggestions and celebrate chapter successes.

OFFICE WORK

The amount of time a board member spends completing office work will vary by the office held, the time of year and the officer herself.

TRAVEL

Due to the size of our state, traveling alone at great distance to complete responsibilities is probable. Whenever possible, executive board members travel together, share rooms and may stay at other P.E.O.s homes to assist with board expenses. Out-of-state travel is required for Cotter Seminar, LEAD and Convention of International Chapter.

EXPENSES

Board members are reimbursed for all reasonable expenses incurred while performing the duties of each office. Officers are paid for mileage, meals, and lodging while traveling on official state P.E.O. business. Expenses for postage and office supplies are also covered. Board members are expected to use the state funds carefully and responsibly. As with any volunteer responsibility, there are occasional out-of-pocket expenditures, but are minimal.

BOARD MEETINGS

Board members are expected to meet in-person for quarterly board meetings usually in June, August, December & February. Additional in-person board meetings occur during the week of convention. Virtual and in-person special meetings occur throughout the year, as needed.

STATE COMMITTEE ADVISER

Each board member serves as the adviser to 1-4 assigned Georgia State Standing Committees and rotates through all committees during service on the board. Advisers attend committee meetings, serve as liaisons to the Executive Board, maintain the committee policies and procedures and provide support and resources to committee members.

ANNUAL COMMITMENTS

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| EXECUTIVE BOARD MEETINGS | In-person at least 4 times per year (June/Aug/Nov/Feb) with overnight stays; additional virtual meetings, as needed |
| FINANCE COMMITTEE MEETINGS | Three in-person meetings per year (Aug/Jan/Apr) 3-5 hours each |
| LEAD CONFERENCE | Organizer and President only; 2-3 overnight stay in in Des Moines, IA in June/July |
| COTTEY SEMINAR | 3 day, 2 nights plus travel to Cottey College in Nevada, MO at least once in August |
| CONVENTION OF INT'L CHAPTER | 5 day, 4 nights plus out-of-state travel in September during odd calendar years |
| OFFICIAL VISITS | 4-8 visits between Sept-Dec; each visit is approx.. 4-5 hours plus additional pre- and post- office work; travel varies by chapter location, may include overnight stays |
| LOCAL CHAPTER WORKSHOPS | 1 virtual & 2 in-person workshops in March; 3-4 hrs each plus travel, may require overnight stay |
| GEORGIA STATE CONVENTION | Thursday-Sunday (3 nights in May + travel); includes pre- & post-convention meetings |
| STATE COMMITTEE MEETINGS | Virtual and/or in-person; 1-5 times per year |
| CHAPTER ORGANIZATIONS | 3 hrs plus travel, may require overnight stay |

Additional optional activities include: Memorials, prospective chapter socials Founders' Day celebrations, Ceremony of Initiations, and local chapter socials, fundraisers, and anniversaries.

