

## RESPONSIBILITIES OF ALL OFFICERS

Read and understand the duties of the office as stated in the Constitution, the Instructions to Officers of State Chapter (IOSC), and the State Executive Board Manual. Know the resources available on the International and State websites.

Communications are primarily electronic. All training materials, manuals and other resources are online. Therefore, the ability and willingness of a board member to use her computer and learn new software is imperative.

Attend the five regular board meetings and conference calls as requested.

Prepare programs and conduct workshops either at state convention or other locales.

Write articles for *The Daisy Chain*, the state newsletter, which is published four times each year.

Travel around the state is required as organizer or proxy. Assist the organizer with special activities the day of organization of a new chapter.

Attend the LEAD Conference in Des Moines, IA when serving as president and organizer.

Attend Cottey College Seminar in Nevada, MO once during tenure, usually as secretary or treasurer.

Attend Convention of International Chapter as a delegate during president or vice president year.

**Note: All travel expenses are covered by West Virginia State Chapter.**

## QUALIFICATIONS

A candidate must have served or currently be serving as president of a West Virginia chapter and be nominated by her chapter.

## REWARDS

*Yes, being on the state board is a serious commitment and work will be demanding, especially preceding state conventions.*

***BUT the REWARDS are many!***

*Life on the state board is an extraordinary experience. The board is like a mini-chapter, you will laugh, cry, share and learn.*

*You will meet sisters from all over West Virginia, the United States and Canada, and project recipients from around the world.*

***You will form friendships that will last a lifetime.***

*As you consider serving on the state board feel free to contact any current state officer or past state president to learn about her experience serving on the Executive Board of West Virginia.*

## PROCESS

Chapters who wish to recommend candidate for consideration by the Nominating Committee must send a completed application to the Nominating Committee chair by March 1.

You can find the application on the West Virginia P.E.O. website or by contacting the nominating committee chair.

# A Guide to Serving on the West Virginia State Executive Board

***“If you have the nerve,  
we’d like you to serve!”***

January 2023

## SECRETARY

- Takes minutes of all meetings.
- Conducts the correspondence of the state chapter.
- Reviews local chapter annual reports and electronically submits the annual report of state membership to International Chapter.
- Works as chair and assists adviser of P.E.O. STAR Scholarship.
- Notifies hostess chapters of convention materials.
- Prepares draft minutes for state convention and supervises the committee to approve the minutes.
- Coordinates the Golden Girl luncheon program at state convention.

## TREASURER

- Working with assistant treasurer oversees all WVSC Financials, including monthly reports to board.
- Learns about the electronic financial systems and processes.
- Reviews all local treasurer annual reports, IRS forms and local chapter payments.
- Prepares and submits annual treasurer reports for International Chapter.
- Works as chair and assists adviser of P.E.O. Scholar Awards.
- Compiles list of annual gifts to the projects for convention.
- Attends finance committee meeting as ex officio member.
- Attends audit committee meeting.
- Responsible for registration at state convention and works with the credentials committee.
- Works with president and assistant treasurer in preparing annual budget.

## ORGANIZER

- Schedules and conducts official and casual chapter visits.
- Serves as an ex officio member of the membership committee.
- Works with International Membership chair and participates in Regional Membership webinars.
- Identifies and supports new chapter target areas and coordinates the organization.
- Works with unaffiliate chair to promote finding unaffiliates in-state chapters.
- Works as chair and assists adviser of P.E.O. Educational Loan Fund.
- Plans Period of Instruction and Q&A Session at state convention.

## VICE PRESIDENT

- Prepares quarterly issues of *The Daisy Chain*.
- Serves as proxy organizer.
- Works as chair and assists advisers of the P.E.O. International Peace Scholarship and Cottey College committees.
- Serves as liaison to the P.E.O. Foundation for and chair of RTCCSF.
- Attends finance committee meetings as ex officio member. Meetings are usually Zoom.
- Works closely with the treasurer, assistant treasurer and finance committee in preparing budget.
- Makes state committee appointments.
- Works with hostess chapters on convention details and visits site.
- Plans delegation to Convention of International Chapter in odd-numbered years.
- Plans Time of Remembrance at state convention.

## PRESIDENT

- Handles all day-to-day business of West Virginia State Chapter and coordinates the work of the board.
- Plans and presides at all board meetings.
- Directs chapter mailings and communication.
- Approves all bills to be paid and signs all warrants.
- Works as chair and assists adviser of the P.E.O. Program for Continuing Education.
- Works with Study & Research Representative and State A&R Chairman in amendment preparation.
- Leads the state delegation to Convention of International Chapter in odd-numbered years.
- Plans convention agenda and creates the program, working closely with convention chairs and site staff.

## IMMEDIATE PAST PRESIDENT

- Oversees completion of Proceedings of WV State Convention which she presides.
- Serves as Chair of the nominating committee.
- Serves as a member of the A&R committee.

*Thank you for considering service to the P.E.O. Sisterhood as a member of the Executive Board of West Virginia State Chapter.*

**“Women Helping Women  
Reach for the Stars.”**