

Prospective Nominee Information Form

For Office of Secretary on the Executive Board of West Virginia State Chapter, P.E.O. International

This form is to be completed by the prospective nominee. Return it with the following: (1) brief resume with photo, (2) a letter of recommendation and (3) the endorsement of the local nominating chapter to the chair of the Nominating Committee: Jane Simmons, A, PSP, 25 Lincoln Way, Buckhannon, WV 26201 (941)-236-2371 Smiley3b@aol.com no later than March 1, 2024.

PROSPECTIVE NOMINEE/CHAPTER: _____

DATE: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

P.E.O. ACTIVITIES (Local, State)

Local Chapter: Current Office, if any _____

Other Offices Held _____

Member of state chapter (number of years) _____

President of local chapter (number of years) _____

State Chapter: Committees/Positions Held: _____

EDUCATIONAL BACKGROUND: _____

OFFICE SKILLS: (bookkeeping, accounting, etc.) _____

COMPUTER SKILLS (Do you have a working knowledge of email, word processing and spreadsheet software? Do you know how to open/send attachments? Briefly describe your computer skills below)

ACTIVITIES OTHER THAN P.E.O. (church, civic, fraternal, etc.)

Are there any reasons or restrictions that would interfere with traveling to and attending several board meetings per year in their entirety or assigned Official Visits?

Do you serve on any boards of directors, trustees, etc.? Please specify in detail.

Signature of Prospective Nominee: _____