



Are You Ready?

Have you been a P.E.O. for at least five (5) years and a member of the Nevada State Chapter for a minimum of two (2) years?

Have you served at least (1) one term or are you now serving as president of your local Nevada chapter?

Are you able and willing to attend the next state convention as a member of convention?

Do you want to increase your knowledge of P.E.O. to a new level?

Do you have good leadership skills?

Do you have mid to high-level computer skills?
Do you have a working knowledge of:

- ☆ Microsoft Word
- ☆ Microsoft Excel
- ☆ Microsoft Publisher (Optional)
- ☆ Microsoft PowerPoint (Optional)
- ☆ Quicken Finance
- ☆ Email, Conference Calling & Go-to-Meeting

The Nomination Process

Your chapter president will receive a letter and nomination information from the state Nominating Committee. This information is also available on the Nevada website at www.peonv.org.

A sister is nominated by her chapter. The chapter will complete a Chapter Recommendation Form, and a letter of endorsement. The candidate will complete the nominee Application Form. The forms and letter are sent to the chairman of the Nominating committee by March 1st.

All nominees will be asked to participate in some capacity at the state convention.

The Rewards

Life on the state executive board is exciting and rewarding. It is also great fun!

Friendships formed with board members last a lifetime.

You will meet P.E.O.s from across Nevada and beyond.

The knowledge and experience gained will benefit you in many areas of your life.

Board service is a unique opportunity to see the "big picture" of P.E.O.

You are encouraged to contact any current state officer or past state president to find out more about her experiences serving the Sisterhood as a member of the Executive Board of Nevada State Chapter.

The opportunity of a lifetime awaits you!!!



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

"Women Helping Women Reach for the Stars."

A Guide to Serving on the Executive Board Nevada State Chapter, P.E.O.

This brochure contains a brief overview of the requirements and personal commitment necessary to serve on the Executive Board of Nevada State Chapter.

- ☆ General Overview of Board Service
- ☆ Specific Duties of Each Office
- ☆ Time Commitment
- ☆ Qualifications
- ☆ Nomination Process

All candidates must have served or currently be serving as president of a Nevada chapter; have agreed to board service, and be nominated by her chapter.

Please share this brochure with those who have expressed an interest in having their name placed in nomination.

Do you know of someone who would like to
Pursue Extraordinary Opportunities

Board Responsibilities

This is a five year commitment. Board members are expected to progress through all board offices with the commitment being renewed annually.

Board Meetings

Five board meetings are held each year: post-convention held at the close of convention, summer, fall, winter and pre-convention held at convention site. Additional meetings are at the discretion of the president. Attendance is required. Allow four days for convention, which include the pre and post-convention meetings. The other three meetings are held in the president's community and usually run from Friday afternoon through Sunday noon. Your expenses are reimbursed. Between meetings, votes and other state business are handled by email or conference calls.

Board Buddy Chapters

Officers maintain frequent contact with their assigned Board Buddy chapters.

Official Visits

The organizer prepares the agenda for the official visits for the year and trains her proxies in the focal areas. Most official visits are held during September, October and November.

Officer Training Workshops

Workshops for local chapter officers are held at the Spring Reciprocity meetings in Northern and Southern Nevada, and are coordinated by the state board.

Chapter Organizations

Officers assist with the organization of new chapters and with officer training prior to each organization.

State Officer Duties

All Officers

- ☆ Assist local chapters as needed
- ☆ Respond to local officer and member inquiries
- ☆ Attend all board meetings and state convention
- ☆ Attend Reciprocity meetings and chapter events

Secretary

YEAR ONE – Time Duties: Moderate to Significant

- ☆ Record consent agenda and record minutes of all board meetings
- ☆ Record minutes of state convention and prepare proceedings
- ☆ Maintain NSC Board Policies
- ☆ Send state correspondence as needed
- ☆ Contribute to state website and Board Buddy letters
- ☆ Serve as adviser to state chairman of assigned state and International projects
- ☆ Serve as proxy for official visits
- ☆ Coordinate and conduct officer training workshops
- ☆ Attend Cottey Seminar in August of even-numbered years

Treasurer

YEAR TWO – Time Duties: Significant

- ☆ Conduct all NSC financial duties
- ☆ Gain a working knowledge of Quicken Financials
- ☆ Serve as adviser for convention registration
- ☆ Contribute to state website and Board Buddy letters
- ☆ Serve as adviser to state chairman of assigned state and International projects
- ☆ Serve as proxy for official visits
- ☆ Coordinate and conduct officer training workshops
- ☆ Attend Cottey Seminar in August of even-numbered years

Organizer

YEAR THREE – Time Duties: Significant

- ☆ Schedule, plan and conduct official visits
- ☆ Coordinate the organization of new chapters
- ☆ Plan and present Period of Instruction at state convention
- ☆ Serve as adviser to Reciprocity and other groups
- ☆ Work with disbanding and reorganizing chapters
- ☆ Work with unaffiliate coordinators to find P.E.O. homes for unaffiliates
- ☆ Establish contact with chapters that will hostess state convention the year you preside
- ☆ Coordinate and conduct officer training workshops
- ☆ Attend LEAD conference in July in Des Moines

Vice President

YEAR FOUR – Time Duties: Significant

- ☆ Work with treasurer and finance committee on the following year's budget
- ☆ Make state committee appointments for upcoming year
- ☆ Prepare and present the Hour of Opportunity prior to state convention
- ☆ Be in touch with chapters entitled to send a delegate to Convention of International Chapter in the fall of odd-numbered years
- ☆ Serve as adviser to state chairman of assigned state and International projects
- ☆ Serve as proxy for official visits
- ☆ Coordinate and conduct officer training workshops
- ☆ Work closely with convention committee for the year she will preside at state convention

President

This year builds on the knowledge gained in all previous years. It is busy, but rewarding!

YEAR FIVE – Time Duties: Significant and Daily

- ☆ Conduct all day to day business of Nevada State Chapter and coordinate the work of the board
- ☆ Plan and preside at all board meetings
- ☆ Plan convention agenda and create the program working closely with the convention chairmen
- ☆ Preside at state convention
- ☆ Provide convention materials to the International Representative who will be attending the NSC convention
- ☆ Work with representative from International Study and Research and Nevada A and R chairman in amendment preparation
- ☆ Serve as ex-officio member of all standing committees except the Nominating Committee
- ☆ Approve all bills to be paid and sign all warrants
- ☆ Respond to all correspondence promptly
- ☆ Conduct all votes by email – chapter flyer approval and NSC business between meetings
- ☆ Serve as adviser to NSC website
- ☆ Conduct officer training workshops
- ☆ Attend LEAD Conference in July in Des Moines
- ☆ Lead state delegation at Convention of International Chapter in fall of odd-numbered years
- ☆ Coordinate with the board the contents of three Board Buddy letters
- ☆ Review and approve the proceedings and bylaws of the Convention of the Nevada State Chapter