

Prospective nominees often have many questions as to the duties and time commitments included in board service. This brochure describes the general activities of the board as a whole and the specific activities of each office.

Offices

Year One – Secretary
Year Two – Treasurer
Year Three – Organizer
Year Four – Vice President
Year Five – President

Scheduled Activities

- Board meetings monthly, including a brief meeting immediately following state convention. In June there is a Leadership Meeting prior to the President's Tea.
- Two statewide Reciprocity Meetings. Local officer workshops in Spring. Regional reciprocities in winter.
- State convention traditionally the first week-end of May.
- Board party including BILs.
- Participate in the organization of new chapters.
- Write/review articles for the MML
- Board Buddy communication with chapters
- Review of Board Buddy yearbooks

Secretary

- Records and distributes the monthly minutes of the state board meetings.
- Maintains the state membership records.
- Presents the monthly membership report at state board meetings. Sends the monthly membership report to P.E.O. International.
- Writes correspondence for the state chapter.
- Serves as adviser to the History and Cottey College Committee.
- Maintains the state program file.
- Conducts the local chapter secretarial workshops at the Spring Reciprocity.
- Prepares the Dummy minutes for the state convention.
- Prepares and coordinates with the treasurer the annual secretarial report and sends to International.
- Is responsible for Time of Remembrance at convention.
- Works with the president and the Convention Minutes Committee to prepare and distribute the convention proceedings and state bylaws.
- Attends the biennial Cottey College Seminar (even years)
- Updates the State Membership Directory annually and provides the list to the NJPEO webmistress for uploading.
- Serves as secretary for members of disbanded chapters.

New Jersey State Board



*An
Extraordinary
Experience*

Treasurer

- Works directly with the paid assistant treasurer who maintains the online accounting program.
- Prints checks upon receipt of warrants.
- Presents the monthly treasurer's report to the board.
- Processes monthly project donations from local chapters.
- Responsible for Treasurer's Annual report and coordinates with secretary prior to sending to International.
- Prints the annual gift list of donations for convention.
- Conducts the local treasurer workshop at the Spring reciprocity meeting.
- Serves as adviser for Reciprocity, the New Jersey CARES Committee and the Credentials Committee.
- Assists the Organizer as proxy for chapter visits.
- Responsible for recognizing 25 year members at Fall Reciprocity.
- Prepares and presents Golden Girls program at convention.
- Serves as treasurer for members of disbanded chapters.

Organizer

- Visits 13 or 14 of the New Jersey Chapters.
- May serve as president during the organizational meeting and Ceremony of Initiation.
- Prepares and gives monthly reports as to the health of chapters visited.

- Prepares the Period of Instruction for state convention.
- Serves as adviser to the Membership Committee.
- Attends LEAD Conference in Des Moines in July.
- With the state president and input from the full state board, maintains the State Board's Chapter Watch list.

Vice President

- Assists the organizer as proxy for chapter visits.
- Conducts local chapter Presidents' workshop at March Reciprocity.
- Attends Convention of International Chapter as a delegate (odd numbered years)
- Prepares devotions for state board meetings.
- Serves as adviser for ELF, IPS, PCE, PSA, and STAR committees.
- Is responsible for Education Hour at convention.
- Prepares the summary of local chapter presidents' letters for convention.
- Appoints state committee members for upcoming year.
- Prepares the annual Directory of State Officers & Committees for the upcoming year and provides to delegates at convention of the year she is installed as President and to the NJPEO webmistress for uploading.
- Begins planning for upcoming presidential year.

President

- Attends LEAD Conference in July at P.E.O. International.
- Leads state delegation to Convention of International Chapter (odd numbered years).
- Plans and presides at state board meetings and Convention of New Jersey State Chapter.
- Adviser for the state Publicity and Membership Committees.
- Serves as liaison for Nominating Committee.
- Establishes and coordinates with the MML editor the scheduling and publication of the Marguerite Messenger.
- Plans and conducts state board officer retreat.
- Hosts board/PSP party.
- Works with the secretary to prepare and publish convention proceedings.

It is during this year that the president utilizes all the training and knowledge she has gained in the past four years. The president must plan her year around P.E.O. and it is her duty to see that the actions and decisions of the executive board are correct and handled in a timely manner.

Should your name be placed in nomination for a position on the executive board, the Nominating Committee will notify you. You will need to be a delegate to the convention at which you will be nominated and to be prepared to remain for a board meeting, immediately following convention.