

STATE COMMITTEE INTEREST SHEET
New Jersey State Chapter

Looking for wonderful LEADERSHIP GROWTH opportunities?



Yes!!!!!!

Please Let Me Serve On A State Committee!

Name _____ Chapter _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Alt. Phone # (work/cell) _____

E-mail _____

I am interested in serving on the following state committees:

(Please list in order of preference - see back for committees and descriptions)

Would you like a copy of the duties
for this committee? Y/N

1. _____

2. _____

3. _____

Please describe any specialized training, skills or interests you have:

What state committees have you served on before?

***BONUS: I am interested in serving on the New Jersey State Executive Board! _____

Please send me a brochure which describes the offices and the duties involved _____

Please E-mail completed form to:

NJPEOVicePresident@gmail.com

Or snail mail your form to the current NJ Vice President

(Her address can be found in your local chapter yearbook!)

Committee service does not require having served as a local chapter president.

Service on the **executive board does require** one term of serving as a NJ local chapter president

Which Committee Is Best For You?

All Committees: Basic computer skills and use of Email is required.

Typically, there are 2/3 members on each committee, with progression up to Chairman over 2/3 years.

All P.E.O. PROJECT Committees (Cotter, ELF, IPS, PCE, SA, STAR): *(Time commitment: 2-4 hours each month, will vary according to monthly activity)*

- Distributes current project information to local chapters upon request.
- Finds a Project recipient to speak at Education Hour during convention: Provide/writes a bio for the speaker and introduces her at Ed Hour.
- Provides a Project display at the state convention; may provide a Program for the NJ State Program File.
- Prepares project information article for the Marguerite Messenger newsletters.

Cotter College:

- Maintains list of New Jersey women attending Cotter and enrollment prospects.
- Evaluates applications for New Jersey Cotter College Scholarships and Travel Reimbursement requests; makes recommendations to the Executive Board.
- Assists local chapters with Cotter recruitment procedures, including local college fairs.
- 2nd & 3rd year members travel to Cotter College to attend Cotter Seminar in August of even years.

P.E.O. Educational Loan Fund:

- Maintains list of current recipients and updates file of recipients who have repaid their loans in full.

P.E.O. International Peace Scholarship Fund:

- Maintains list of names and addresses of current IPS students studying in New Jersey.
- Maintains list of IPS Designated Award students sponsored by New Jersey chapters.

P.E.O. Program for Continuing Education:

- Maintains list of names of current PCE recipients sponsored by New Jersey chapters and their award amounts.

P.E.O. Scholar Awards:

- Maintains list of names of current Scholars sponsored by New Jersey chapters.

P.E.O. STAR Scholarship:

- Maintains list of names of current STAR Scholarship recipients sponsored by New Jersey chapters.

New Jersey CARES (combines NJ Home Fund & NJ Special Assistance Fund): *(Time commitment: Several hours each month, depending on number of applications)*

- Reviews applications for grants and makes recommendations.
- Reviews applications for assistance and chapter applications for dues reimbursements; makes recommendations.
- Provides an article for the Marguerite Messenger newsletters.

Finance: 2-member committee; accounting background is very helpful, but is not required. *(Time commitment: A few hours each month until December, then several hours a week through convention for the chairman)*

- Chairman presents a proposed annual budget at Convention of New Jersey State Chapter.
- Reviews reports of receipts and expenditures.
- Consults with and makes recommendations to the executive board upon request.
- Attends one to two meetings a year.

Auditing: 3-member committee; accounting background is very helpful, but is not required. *(Time commitment: Several hours for each of the 2-3 audits conducted per year.)*

- Reviews the books of the State Treasurer 2-3 times per year.
- Conducts a final audit of the NJ State Chapter financials at the close of the fiscal year.
- Prepares and presents the Report of the Audit Committee at Convention of New Jersey State Chapter.

Amendments and Recommendations: *(Time commitment: A few hours a month, depending upon the number of amendments presented.)*

- Prepares the proposed amendments and recommendations for submission at Convention of New Jersey State Chapter *(with guidance from the representative assigned from the International Study & Research Committee)*.
- Chairman presents proposed amendments at Convention of New Jersey State Chapter.

Nominating: *(Time commitment: Several hours in November, December, January & February. Chairman is the immediate Past State President)*

- Chairman prepares the nominating information for Marguerite Messenger newsletter
- Accepts names of eligible candidates for the Executive Board of NJ State Chapter.
- Reviews the Recommendation Form and Information Sheet.
- Committee selects and chairman presents slate of nominations for the Executive Board of New Jersey State Chapter.

Membership: *(Time commitment: Several hours each week.)*

- Maintains list of names and addresses of unaffiliates from NJ, and those from other states currently residing in NJ.
- Compiles list of names from 'Introduction of a Woman Not a P.E.O.' forms.
- Assists Executive Board with the nurturing of local chapters and with formation of new chapters, as requested.

Historian: Photography skills are very helpful. *(Time commitment: A few hours each month)*

- Collects documents and photographs concerning events taking place throughout the year.
- Maintains scrapbook containing the history of New Jersey State Chapter.
- Maintains the 10-year resumes of local chapters.

Technology: Technology skills are critical. *(Time commitment: Several hours each month; more time closer to Convention)*

- Coordinates AV needs at State Convention....assists with video presentations at Convention.
- Creates & conducts webinars for chapters in collaboration with Executive Board of New Jersey State Chapter.
- Assists the State President in maintaining all digital cloud archive materials.
- Supports the webmaster in maintaining the New Jersey state website.
- Provides technical assistance to chapters and members.
- Assists the Executive Board of New Jersey State Chapter as requested