



COLORADO P.E.O. CHARITABLE CORPORATION Information for Prospective Board Members - 2019

Delegates to the 2012 Colorado State Convention voted to expand the vision of our State Chapter's charitable corporation. The name of our wholly owned entity was changed from Colorado P.E.O. Chapter House, Inc. to Colorado P.E.O. Charitable Corporation, while maintaining its IRS 501 (c) (3) designation.

Our delegates also agreed to move the activities of the Marguerite Fund from Colorado State Chapter to Colorado P.E.O. Charitable Corporation. This allows individual donations to the Marguerite Fund to be tax deductible to the donor.

To accommodate Chapter House and the Marguerite Fund, certain modifications were made to the corporate structure. Three trustees guide Chapter House and three trustees guide the Marguerite Fund. The management of the affairs of the corporation shall be vested in the Board of Directors. The Board of Directors of Colorado P.E.O. Charitable Corporation consists of seven voting members; the four elected members of the corporation, the Chairman of the Chapter House Trustees, the Chairman of the Marguerite Fund Trustees, and the President of Colorado State Chapter. The term of the four elected members is four years. The Vice President of Colorado State Chapter is a non-voting member of the Board of Directors who can vote if the President is absent.

Important Note

A director should be familiar with and have a working knowledge of Microsoft Word and Excel. A member should have a home computer with access to the Internet as most of the board's correspondence is done via email.

Time Commitment

Attendance is expected at all board meetings, state convention and other official functions of the Board of Directors. A minimum of four regular business meetings are held quarterly. Meetings may be scheduled during the workweek or on weekend days. Additional meetings, i.e. convention planning, may be scheduled as necessary. The time commitment does not include travel time to get to the various locations. It's important to consider that there will be additional time needed to perform duties of each office. The board regularly conducts business via email communication, frequently with time-sensitive transactions.

Officers

Officers shall be chairman, vice-chairman, secretary and treasurer. Each officer shall be a member of the Board of Directors. Such other officers and assistant officers as be deemed necessary may be elected or appointed by the Board of Directors. A term of office shall be one year. No director may serve in the same office more than two (2) consecutive terms. The term of office shall begin immediately following election. Directors are selected for various offices by the sitting Board of Directors.

Chairman. The chairman shall, subject to the direction and supervision of the Board of Directors, be the chief executive officer of the Colorado P.E.O. Charitable Corporation. The chairman shall preside at all meetings of the Board of Directors. The chairman has the authority to table a discussion for future consideration, unless at that time a vote is called.

Vice Chairman. The vice chairman shall in general, and in the absence of the chairman, perform all duties incident to the office of chairman and such other duties as may be prescribed by the Board of Directors.

Secretary. The secretary shall prepare and maintain as permanent records the minutes of the proceedings of the Board of Directors and a record of all actions taken by the Board of Directors without a meeting.

Treasurer. The treasurer shall be the principal financial officer of Colorado P.E.O. Charitable Corporation, shall oversee the care and custody of all funds, securities, evidences of indebtedness and other personal property of Colorado P.E.O. Charitable Corporation.

The Colorado P.E.O. Charitable Corporation Board of Directors is a team, working together in the spirit of P.E.O. for the benefit of Colorado P.E.O. Chapter House and Colorado P.E.O. Marguerite Fund.

Serving as a CPCC director requires a commitment that promises to be rewarding. Your knowledge and skills will grow as you fulfill your duties on the board. You will be working and forming friendships with women from across the state and your work on the board will benefit others.