



COLORADO P.E.O. CHARITABLE CORPORATION

Information for Prospective Board Members

Delegates to the 2012 Colorado P.E.O. State Convention voted to expand the vision of our State Chapter's charitable corporation. The name of our separate corporate 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. Every active member of Colorado P.E.O. is also a member of the Colorado P.E.O. Charitable Corporation.

Our delegates also agreed to move the activities of the Marguerite Fund from Colorado State Chapter to the Colorado P.E.O. Charitable Corporation. This allows individual donations to the Marguerite Fund to be tax deductible to qualified donors. To accommodate Chapter House and the Marguerite Fund, modifications were made to the CPCC corporate structure. The management of the affairs of the corporation is vested in the Board of Directors. Three Chapter House trustees advise the board regarding Chapter House resident matters and three Marguerite Fund trustees advise the board regarding Marguerite Fund recipient matters. The Board of Directors of Colorado P.E.O. Charitable Corporation consists of seven voting members: the four elected members of the corporation, the chair of the Chapter House trustees, the chair of the Marguerite Fund trustees, and the President of Colorado State Chapter. The term for each 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 CPCC board member should be familiar with and have a working knowledge of Microsoft Word, Excel, Zoom, basic financial principles, and email. A board member must have daily access to the Internet and video-conference capability, as most of the board's correspondence is done via email and most meetings are held via Zoom.

Time Commitment

Attendance by CPCC board members is expected at all board meetings, annual meeting/Convention of Colorado P.E.O. State Chapter and any other official functions of the Board of Directors. Attendance by non-board-member trustees is encouraged at all board meetings and annual meeting/Colorado P.E.O. state convention and expected at all trustee meetings. The board meets at least once per quarter, but may meet more frequently. Since October 2019 the CPCC board has met monthly. Meetings may be scheduled during the workweek or on weekend days. The time commitment does not include travel time to get to the various locations. It is important to consider that there will be additional time needed to

perform the duties of each board office, as well as for committee, work group, or project-specific tasks. The board regularly conducts business via email communication, frequently with time-sensitive transactions.

Officers

Board officers are the chair, vice-chair, secretary and treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. A term of office is one year. No director may serve in the same office more than two (2) consecutive terms. The term of office begins immediately following election to the office. Directors are elected for the various offices by the sitting Board of Directors.

Chair. The chair 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 chair shall preside at all meetings of the Board of Directors. The chair has the authority to table a discussion for future consideration, unless at that time a vote is called.

Vice Chair. The vice chair shall in general, and in the absence of the chair, perform all duties incident to the office of chair 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 Team. The Colorado P.E.O. Charitable Corporation Board of Directors is a team, with every member, regardless of whether elected or not, 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 significant commitment that promises to be rewarding. Your knowledge and skills will grow as you fulfill your duties on the board. You will be working with Colorado P.E.O.s from across the state and from many disciplines and walks of life, who combine their individual skills and gifts to work for the benefit others.

FOR 2021: For nomination in 2021, the CPCC is seeking specifically candidates knowledgeable in QuickBooks and accounting principles to serve as treasurer to the board. The nominee will have the benefit of the immediate-past treasurer's mentoring and expertise.