

Colorado State Chapter Executive Board

Information for Prospective Board Members

Thank you for considering service to the P.E.O. Sisterhood as a member of the Executive Board of Colorado State Chapter! The Executive Board is comprised of five P.E.O. sisters who each serve five years. Board service is exciting, rewarding, and fun but does take a significant amount of time. Friendships formed with board members last a lifetime. The knowledge and experience gained will benefit many areas of your life. This information sheet is designed to give any prospective board member the basic requirements and responsibilities for service.

Requirements

- Any member of a Colorado P.E.O. chapter who has belonged to P.E.O. for 5 years and served as president of a local Colorado chapter for at least one year may be considered for nomination to the state executive board.
- Member must have a home computer with access to high speed internet and a strong working knowledge of Microsoft Word and Excel.
- Completed application, Chapter Endorsement and personal interview with the nominating committee.
- Deadline for application: **February 15, 2022**

Time Commitment

- Board meetings are held 4 times a year, June, August, January, and April and a pre-convention meeting. Attendance is required at all board meetings, state convention and other official functions of the state board.
- Occasional Conference Call/Zoom meetings may be called for time sensitive matters.
- The board works year around. Time commitments vary, but plan to devote from twenty to as much as forty hours per week.
 - Fall Board Meeting (August/September) 2-3 days
 - Official Chapter Visits as Proxy Organizer (September/October) 10-15 visits/days
 - International Convention (September/October) 5 days
 - Winter Board Meeting (January) 2-3 days
 - Spring Officer Training Workshops (April/May) 4-5 days
 - Spring Board Meeting (April) 2-3 days
 - Pre-Convention Board Meeting (just before convention) 1 day
 - State Convention (June) 4 days
 - Summer Board Meeting (June) 2-3 days
- If employed, ensure adequate leave is available to attend board functions and for your personal time. It is extremely important to discuss the time commitment with family members as time away from home will affect the entire household.