

**Alabama State Chapter  
P.E.O. Sisterhood**



Fall 2023

RE: Local Chapter Recommendation for Nominee to Serve on the 2024-2025 Alabama State Chapter Executive Board

Dear Presidents and Sisters of Local Chapters,

The 2023-2024 Nominating Committee of the Alabama State Chapter is seeking recommendations for sisters who are willing to share their time and talents serving as an officer on the Alabama State Chapter Executive Board. Who in your chapter are the capable, responsible leaders willing to step up and serve P.E.O. at this level if they are asked? Maybe it's the sister sitting next to you. Or maybe, it's *you*.

In accordance with Article III, Section 1 of the Alabama State Chapter Bylaws, the nominee must have served as president of a local chapter for at least one year and must be a member of the 2024 Alabama State Convention, registered as a local chapter delegate, Alabama State Committee Chairman, or State Historian. Additionally, the nominee should meet the qualifications and requirements on the Serving as a State Executive Board Officer information sheet.

After reading the information sheet, interested sisters are encouraged to talk with Past State Presidents or current board officers about their experiences, duties, travel requirements, time commitments, and the necessity of having the full support and understanding of their family members and chapter sisters.

Being elected to and working at this level of P.E.O. is incredibly rewarding. Not only does it afford opportunities for personal and professional growth, but it also provides opportunities to network and form life-long bonds with sisters at International Headquarters and throughout P.E.O.'s state, province and district chapters.

Once your chapter has identified and approved your nominee, email or mail the completed Local Chapter Recommendation form, completed Nominee's Application form and nominee's headshot along with your chapter's recommendation letter to me **by January 15**. My email and street addresses are listed below.

Please email me if you have any questions.

Lovingly in P.E.O.,

*Denise Williams*

Denise Williams, U, PSP, Chairman  
Alabama State Chapter Nominating Committee 2023-2024  
1401 Fairway Drive, SE, Decatur, AL 35601  
denise.williams.peo@gmail.com  
225-772-1453

Attachments: Information – State Executive Board Officer - Qualifications & Requirements  
Form – Local Chapter Recommendation for Nominee  
Form – Nominee's Application to Serve

# Alabama State Chapter P.E.O. Sisterhood



## INFORMATION QUALIFICATIONS COMMITMENTS REQUIREMENTS Serving as a State Executive Board Officer

### Information

Ever wondered what it would be like to serve on the P.E.O. Alabama State Chapter Executive Board? Go ask any Past State President.

- Watch her face light up as she tells you about the wonderful opportunities to
  - fully utilize her talents
  - enhance her communication, people and leadership skills
  - acquire entirely new skill sets
- Sense the love she feels as she shares what it's like to spend quality one-on-one time visiting with her Board Buddy sisters during a chapter meeting, fund raiser or social event.
- See her eyes twinkle when she shares anecdotes about P.E.O.s she has met from across the state and around the world.
- Notice how she swells with pride as she describes what she saw when she visited Cottey College, or Mount Pleasant, or P.E.O. International Headquarters.
- Listen to her thought-provoking comments when she talks about how her thinking changed and her world perspective broadened after she participated in a state or International workshop, conference or convention.

She'll also tell you that serving on the Alabama State Chapter Executive Board

- Requires hard work.
- Demands dedication.
- Involves long hours.

It's a once in a lifetime honor and privilege that is like no other.

### For Additional Information

- Visit our website: [peoalabama.org](http://peoalabama.org); hover over "What's New"; click "Opportunities to Serve".
- Contact the chair or a member of the State Nominating Committee.
- Contact a member of the State Executive Board.
- Contact your local chapter president.

### Qualifications

A nominee must:

- Have served at least one year as the duly elected and installed president of a local chapter.
- Have been a P.E.O. for at least five (5) years and an Alabama P.E.O. for a minimum of two (2) years.
- Be a member (chapter delegate, chair of a state committee, historian) of the convention where she will be elected and installed and has agreed to serve if elected.
- Have good leadership and people skills.
- Have mid to high-level computer skills in Microsoft Word, Microsoft Excel, Internet, Email, Zoom.
- Meet or exceed International's minimal computer and office equipment requirements. (Refer to pg.2)
- Have a cellphone, send and receive text messages.
- Be able to travel to all board meetings, workshops, conferences, conventions and visit chapters.

### **Commitments - Time and Travel**

- Serving on the State Executive Board is a five year commitment which is served one year at a time. Because P.E.O. understands that as officer's circumstances can change, each officer is asked annually if she is willing and able to commit to serving in the ensuing year. If so, she commits to her nomination for the next office.
- Board members progress through five board offices:
  - Year One: Secretary
  - Year Two: Treasurer
  - Year Three: Organizer
  - Year Four: Vice President
  - Year Five: President
- Board members are required to attend four (4) in-person board meetings each year:
  - Post-convention
  - Late summer/early fall
  - Winter
  - Pre-convention
- Between the in-person meetings, state business is conducted by Zoom, conference call, email, text, etc.
- Board members assist with the organization of new chapters and with officer training prior to each organization. This usually includes an evening prior to the organization day.
- The Organizer and her proxies are expected to travel to designated local chapters to conduct official visits.
- Board members are expected to travel to state, regional and International workshops, summits, and conferences.

### **International's Minimal Computer and Office Equipment Requirements**

A nominee must own or have 24/7/365 access to:

- Desktop or laptop computer with built-in or external camera and speakers
- Software
  - Microsoft Word
  - Microsoft Excel
  - Adobe Acrobat Reader or another pdf reader
  - PowerPoint
  - Zoom
- Printer/scanner/copier

**Alabama State Chapter  
P.E.O. Sisterhood**



**Local Chapter Recommendation for Nominee to Alabama State Chapter Executive Board**

For your chapter's recommendation to be eligible for nomination,

1. She must have been duly elected, installed and served at least one year as president of a local chapter.
2. She must be a registered attending member of the convention at which she is to be elected.

Refer to the ALABAMA STATE CHAPTER BYLAWS & STANDING RULES, May 12, 2023, ARTICLE III --  
NOMINATION AND ELECTION OF OFFICERS, Section 1—ELIGIBILITY

---

Complete the following information with the help of the nominee and send to the Chairman of  
the Nominating Committee by **January 15**.

Name \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
(City) (Zip)

E-mail address \_\_\_\_\_

Current Chapter \_\_\_\_\_ Number of years in this chapter \_\_\_\_\_

Please use the space below or a separate sheet for a letter of recommendation from the chapter.

\_\_\_\_\_  
Date of Chapter Approval President, Chapter \_\_\_\_\_

**Alabama State Chapter  
P.E.O. Sisterhood**



**Nominee's Application to Serve on the Alabama State Chapter Executive Board**

To be completed by the local chapter's nominee to Alabama State Chapter Executive Board

Complete the following information and send to the Chairman of the Nominating Committee **by January 15.**

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
(City) (Zip)

E-mail address \_\_\_\_\_

**Personal:** Please attach a short biographical sketch that includes educational background, employment (both voluntary and paid), family information, activities other than P.E.O. Also attach a recent photo (close-up preferred) to this information sheet.

**P.E.O. Activities:**

Current Chapter \_\_\_\_\_ Initiation date, chapter & state \_\_\_\_\_

Current chapter office \_\_\_\_\_ How many years in Alabama chapters \_\_\_\_\_

President of local chapter for one complete year \_\_\_\_\_  
Year Chapter

Other local chapter offices held \_\_\_\_\_

State Activities \_\_\_\_\_

Reciprocity \_\_\_\_\_

**Office/Computer Skills: (Check all that apply)**

\_\_\_\_\_ Typing/Computer (email, attachments, etc.)

\_\_\_\_\_ Zoom

\_\_\_\_\_ Bookkeeping/Accounting

\_\_\_\_\_ Microsoft Office (Word, Excel, PowerPoint)

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Do you serve on any boards of directors, trustees, etc.? Please specify in detail.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any reasons or restrictions that would interfere with traveling to and attending several board meetings per year in their entirety; state, regional and International workshops, summits, and conferences; or assigned Official Visits?

---

---

---

Please write below a short statement as to your thoughts on P.E.O. What do you consider its strengths? Its weaknesses? How do you see yourself contributing as a member of the Executive Board of Alabama State Chapter? Any other comments you would care to make.