



## DUTIES

### Outlined in the Constitution

- To see that the rooms are in order for a meeting.
- To exclude children, excepting infants, from chapter meetings and from rehearsal for initiation.
- To perform other duties as specified in the President's Book.
- To deliver to your successor all papers and supplies of the office.

### Outlined in the President's Book

- Conduct a visual verification of membership.
- Confirm the membership of all who enter.
- Participate in the Ceremony of Initiation.

### Additional

- Know where the initiation emblem and supplies are being kept (home and interior location).

## RESOURCES

Reference the ALL OFFICERS GENERAL INFORMATION Handout to access the Instructions for Officers of Local Chapters (IOLC) **Guard** section and the List of Supplies for Officers of Local Chapters.

## RECENT CHANGES

SEP 2023

The language for the Guard's duties when installed no longer references to see that the rooms are in readiness and that the doors are closed. *(Note: this standardizes the language for installation regardless of meeting format.)*

## MEETINGS

### **Prior to the meeting:**

- When in-person should ensure **the room is in order**. If holding a meeting in a room at a public facility, the chapter may want to have a sign that says there is a private meeting in progress.
- Conducts a visual verification of the membership of all who join the meeting.

### **After the meeting is called to order:**

- Receives instructions from the president to confirm the membership of all who enter (no verbal response given by the guard) and if applicable, then sits in an area **close to the entrance to the meeting area** where she can see those arriving after the start of the meeting. The guard or assistant guard remains in place throughout the meeting except when presenting a name for membership or signing the sponsor form.
- Note that the Guard no longer
- Visually confirms late arriving members.

*No children (except infants) are allowed in the room during chapter business meetings or during a rehearsal for an Initiation.*

## CEREMONY OF INITIATION

In preparing for the Ceremony of Initiation, the Guard sets the mood for the ceremony.

- To set the appropriate mood, **study the Guard's Instructions for the Ceremony of Initiation** which is in the Guard's supplies and is printed in full in the IOLC Guard section.
- **Physically practice** and become comfortable with all the materials and sequencing.

The **Ceremony of Initiation** can be performed **in person** or **virtually** and **up to 3 women** can be initiated in one ceremony. Chapters should make use of the materials that have been developed to ensure they are able to conduct their ceremony smoothly and with comfort in this most special experience of P.E.O. sisterhood.

**Resources > Resource Library > select Topic *Ceremony of Initiation***

The **Ceremony of Initiation Period of Instruction** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing an **in-person initiation**. (Note: it was developed prior to the virtual option being allowed.) It incorporates several of the options within the ceremony that are now available.

A **Period of Instruction on the Ceremony of Initiation document**. A link to this document is below the Period of Instructions video. It is very helpful to have on hand for practicing the ceremony and a great resource for all the guard's "choreography" in the ceremony.

The **Virtual Ceremony of Initiation** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing for a **virtual initiation**. The virtual ceremony has technical guidelines that must be followed and should be understood by any chapter wishing to make use of this option.

**The Prompter** at a practice and for the ceremony is key. The **Prompter's Booklet** in the President's Book provides **instructions for the ceremony for in-person, virtual and initiating up to 3 women in one ceremony**.

- At the chapter's discretion, **the Ceremony of Initiation may be memorized or read** from the P.E.O. Ceremony of Initiation booklets as provide by International Chapter.
- **Dress for officers** is either all in white top, black slacks/skirt, black shoes or all in white to include shoes.
- **If one officer holds the booklet, all must hold the booklets**. The only **exception is the president** who may be without a booklet if she has memorized her part. No booklets are necessary if all have memorized their parts.
- When revealing the ribbons, **the vice president** places her booklet (if used) on the table and **is the only one touching the emblem**. (Not applicable in a virtual format.)

***Practice alone, practice together, practice using all materials and simulating as much as possible what will occur on this special day.***