



DUTIES

Outlined in the Constitution

- To become president in event of death, resignation, or removal from office of the president.
- To act as president in case of absence of the president.
- To perform duties as specified in the Procedure for P.E.O. Chapter Meeting.
- To deliver to your successor all papers and supplies of the office.

Specified in the Procedure for P.E.O. Chapter Meeting

- Carefully follow instructions from the president for a chapter meeting and balloting.

CHANGES THAT HAVE BEARING ON YOUR OFFICE

- The annual reports are now electronic. There will be new training videos available on the International website.
- ***In the absence of the president, the vice president shall contact the P.E.O. Executive Office for access to approve on behalf of the president.***
- The Annual Report is comprised of the Membership Roster, the Dues Form, and the IRS-LC.
- A training video and reference guide are available at **Resource Library > Audience Type > Local Chapter Presidents> 2024 Annual Report Training Video**
 - Step 1: Treasurer completes the Membership Roster and Dues Form
 - Step 2: Corresponding Secretary does a Membership Review
 - Step 3: President Reviews and Approves the forms (to include the IRS-LC which the Treasurer has also prepared)

RESOURCES

All resources are by Member Login on the International website, peointernational.org

GENERAL – Reference the ALL OFFICERS GENERAL INFORMATION Handout to access the Instructions of Local Officers and List of Supplies and see the Vice President sections.

Vice Presidents should become familiar with the whole IOLC including the President's role and Policies.

OFFICE-SPECIFIC – Resources > Resource Library > Audience Type > Local Chapter Vice Presidents> Presidents/Vice Presidents: **Leading with Confidence**

There is a **PowerPoint presentation** that provides a very good orientation for both the president and the vice president covering key areas for guiding the chapter with respect to the order of business, sponsoring candidates, balloting on candidates, Initiation (currently by Affirmation), membership transactions and installation of officers.

MEETING

Look through the President's book so you are familiar with it should you need to take over the meeting due to the President's absence. Reviewing helps you to run a smooth and efficient meeting.

If you are acting for the President during a business meeting, there is **no reason to appoint a pro tem for vice president** for that meeting unless the chapter is balloting on a name for membership.

BALLOTING FOR MEMBERSHIP

Prior to the meeting, you should review the balloting procedure that will be used with the president.

In-person Meeting. Members remain seated during balloting. Vice president will obtain a container, official ballots, and pencils from the recording secretary. The container can be any object that is conducive for efficient balloting. Arrange with hostess for an appropriate container for balloting if needed. The vice president distributes a ballot and pencil (only if they do not have their own writing utensil) to each member and then collects the ballots; undistributed ballots are placed on president's table.

Virtual Meeting. The videoconferencing platform must allow for confidential and contemporaneous balloting/polling/voting. Members joining by phone will send their ballots and votes to the president by email or text.

Hybrid Meeting. In-person members remain seated during balloting. The vice president distributes a ballot to each member attending in person and then collects the ballots; undistributed ballots are placed on president's table. Members attending by videoconference must choose a platform that allows for confidential and contemporaneous balloting/polling/or voting. Members balloting by phone will send their ballots to the president by email or text. Each member must use an individual device.

CEREMONY OF INITIATION

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.

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 provided 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.

MISCELLANEOUS

If you have responsibility for the **Yearbook**,

- A template in two sizes with instructions can be found on peointernational.org **Resource > Resource Library > In the search box Topic, scroll down and select Yearbook**
- Yearbook requirements and other content information is found on peomaryland.org **Publications > Local Chapter > Yearbook.**
- Yearbook evaluation is found on peomaryland.org **Chapter Resources > Forms**