Corresponding Secretary Timeline

Key:
IW = International P.E.O. website (www.peointernational.org)
WW = Wisconsin State Website (www.peowisconsin.org)
Passwords are set by the individual.

Resources:
WW Wisconsin State Chapter Bylaws/Standing Rules
IW P.E.O. Constitution
IW Resources: Local Chapter Forms - Local Chapter Corresponding Secretary
- Member Update Form
- Annual Report Tips
- IOLC
- Report of Elections
- Staying in Touch! (video)
- LC Report of Project chairs
- Notice of a Member in Your Area (NOMYA)
- Transfer Introduction
- Monthly Report to Chapter
- Invitation to Transfer
- Transfers and Reinstatements (Flow Chart)
- S/P/D Convention Delegates & Alternates

IW: HUB Chapters/Groups
- Local Chapters
- S/P/D Chapters
- International
- Member Search
- Non-member Intro

IW: HUB Annual Reports
IW: HUB Resources
- Library
- P.E.O. Map
- Training
- Leadership Development
- Reports

WW: Corresponding Secretary's Links:
WW Official Visit Checklist - Corresponding Secretary
WW Corresponding Secretary Timeline
WW Corresponding Secretary Transition Training Checklist
WW COTS PP

<u>CORRESPONDING SECRETARY DUTIES:</u>

MONTHLY:

- Complete Monthly Report to Chapter form **(IW)** and report correspondence to chapter at first meeting of the month.

    - Electronically submit all membership changes: initiations, transfers in, reinstatements, and deaths (both active and inactive) to the International Membership Department on the online Member Update form **(IW)** as soon as possible after the change occurs.
    - If a sister moves, she can change her own address on the Hub or you can change it. **P.E.O. Hub**> My Chapter> Members. (After finding the member, click Edit on the Info tab and enter change)
    - Electronically submit "Notice of Member in Your Area" (NOMYA) report. The information will automatically be forwarded to chapters in the same area as the member.
- Check the International website often to note revised forms and other helpful information.
- Check the Wisconsin website for notes concerning updates and helpful information.
- Read the Wisconsin State Chapter *News and Views* articles pertaining to the corresponding secretary (Fall, Winter, Spring)
- Send an Invitation to Transfer following a favorable chapter vote.

FEBRUARY:

- Before Feb. 24, review the chapter's Membership Roster form to ensure accuracy as you must give a report to the chapter president upon completion of your review before the annual report process begins. This process includes correcting errors (transfers, initiations, deaths) and reporting any changes to contact information. This removes the corresponding secretary's involvement in the electronic annual report process in March.
- If there are changes necessary to the chapter's Membership Roster between 2/25-28/29, it is the responsibility of the president to make those changes at the time of the annual report.

MARCH:

- When the notice of release is received, read the release to the chapter with the monthly report for inclusion in the minutes. The release is filed by the president.
  Once notice of release is received, books and supplies may be transferred to the new corresponding secretary, if applicable.
- Submit online on the International web site *Report of Election of Officers of Local Chapters*. Do this immediately following the election of officer/delegates and immediately following any change to who is serving as an officer. (See IOLC) **(IW)**
    - This must be done annually even if the officers' names have not changed. The entries are date stamped so it is important to ensure the information is entered every year.
- Submit online at the International web site *S/P/D Convention Delegates/Alternates to Convention* (State). Do this immediately following the election of officer/delegates. (See IOLC) **(IW)**

- In odd numbered years and if your chapter is entitled to send a delegate, submit online at the International web site, *International Convention Nominee for Delegates & Alternates*. Do this immediately following the election of officer/delegates. (See IOLC) **(IW)**
- Submit online at the International website, *Local Chapter Report of Project Chair*. Do this as soon as project chairs are named. **(IW)**
- Instruct new officer on her duties using the IOLC, supplies of the office **(IW),** Local Chapter officer Timelines **(WW),** and Local Officer Transition Training Checklists **(WW)** as guides.
- Instruct new officer on how to complete and submit the online Membership Update form. (Member Update)
- Instruct new officer on where and how to view online training. **(IW)**

APRIL:
- When you receive notice of the death of a sister (active or inactive) submit the Member Update form as soon as possible.
- If not done previously, submit online at the International website, *Local Chapter Report of Project Chair*. Do this as soon as project chairs are named. **(IW)**
    - If your chapter changes committees at a different time of year, please update this online form as soon after committees are appointed as you can. This must be done annually, even if none of the names have changed.

OCTOBER:
- Email an electronic (e.g., pdf or Word) copy of the yearbook and mail one printed copy to the Executive Assistant by October 15.

FEBRUARY:
- Read names of inactive members to the chapter to confirm contact information.
- Begin training of incoming Corresponding Secretary. All supplies are retained by current Corresponding Secretary until after release of annual report is received.