



# Technology in the Local Chapter

Navigate the P.E.O. technology world with confidence!



## Chapter Members

Each chapter member is responsible for reporting to International Chapter a change in her:

- ✓ Address
- ✓ Phone Number
- ✓ Email Address

To update your membership, go to the “Manage Membership” link which can be found on the top of the home page of the International website at: [www.peointernational.org](http://www.peointernational.org)

If a chapter member needs assistance with making these changes, she should request the assistance of her local chapter technology chair. If these changes aren't made in a timely manner, members may be missing important information from all levels of the organization.

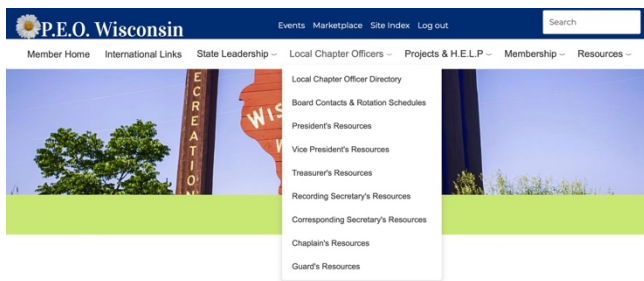
## Chapter Technology Chair

Duties of the local chapter Technology Chair may include:

- Assist members with address, phone number and/or email address changes.
- Print forms, as needed, for chapter officers from the state or international website.
- Prior to meetings, review State and International websites (*home pages*) for new information.
- Print any updates from state officers and committees and deliver these to her chapter president.
- Print the News and Views, then deliver printouts to her chapter president (*the chapter president communicates and delivers contents as directed by state officers.*)
- Report at each chapter meeting.

## Chapter Officers

The officers may find links to the information needed throughout their terms on the Wisconsin website (*transition checklists, training videos, and timelines*) and necessary links to the international website (*member updates*).



- President
- Vice-President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Chaplain
- Guard

*\*Friendly reminder: Membership updates are found on the International website; Report of Election of Officers (including Membership and Technology Chairs is found on the state website.)*

## Other Useful Information

Cottey College [www.cottey.edu](http://www.cottey.edu)

State website ([www.peowisconsin.org](http://www.peowisconsin.org))

To ask P.E.O. policy and procedure questions, contact your chapter's designated board member.

*State website > Local Chapters > Board Contact List*

To ask questions regarding the state website itself or to report broken links or other issues, email [webmaster@peowisconsin.org](mailto:webmaster@peowisconsin.org)

International website ([www.peointernational.org](http://www.peointernational.org))

Look for the Contact Us link at the top of the home page. This opens a fill-in web form to be used for:

- ✓ Asking policy and procedure questions
- ✓ Requesting information on the projects
- ✓ Reporting technical issues with the website

Once logged in, you will be able to view **RESOURCES, FIND YOUR MEMBER ID, JOIN P.E.O. CONNECT,** and **UPDATE YOUR ADDRESS, PHONE NUMBER, AND EMAIL.**

*Like us on Facebook*

[www.facebook.com/peowisconsin](http://www.facebook.com/peowisconsin)

<http://www.facebook.com/peointernational>

## State Technology Committee

Your volunteer State Technology Committee is available to you as an additional resource at [peowistech@gmail.com](mailto:peowistech@gmail.com)