

Please find below a list of resources you may need to complete the OV Worksheet and to fulfill the duties of your office. Feel free to contact the State Officer visiting your chapter for the upcoming Official Visit if you have any questions.

**We are here to help!**

**PRIMARY DUTIES OF THE CORRESPONDING SECRETARY:**

- Conduct the correspondence of the chapter
- Maintain updated membership records on Chapter Membership Summary (CMS) and Annual Report of Corresponding Secretary (ARCS)
- Submit online Change in Membership (CIM) form for all changes to Membership Department at International, except newly inactive sisters (which are reported on the ARCS)
- Report to the chapter at the first regular meeting each month, using the corresponding secretary's Monthly Report to Chapter Form
- Read correspondence received at each chapter meeting
- After installation of officers in March, submit online the following: Report of Election of Officers, Report of Project Chairmen, Delegates and Alternates to NYS Convention, Nominee for Delegate to Convention of International Chapter (CIC)

PLEASE NOTE: UPDATE THESE THROUGHOUT THE YEAR, IF NECESSARY!

- Complete the Annual Report of the Corresponding Secretary (ARCS), coordinating with your Treasurer and your President, and submit to the NYS Secretary
- Become very familiar with the corresponding secretary's part in the Ceremony of Initiation

**KEY TOOLS FOR THE CORRESPONDING SECRETARY:****1. The Constitution (most recent printing)**

- Part III pertains to the local chapter, and it is helpful to be familiar with this part of the Constitution.
- The Constitution is kept in the president's supplies and is also available on the International [website](#) at Resource Library > Local Chapter Members > Manuals and Handbooks

**2. P.E.O. Brand Resource Center**

- Brand Tool Kit, located on the International [website](#) > Resource Library > Local Chapter Members > Brand Resource Center

**3. NYS Chapter Convention Proceedings, Bylaws & Standing Rules, Policy Manual (most recent)**

- Posted on the NYS website annually following NYS Convention, these documents contain minutes and agendas of convention, annual reports of all state officers and state committees, state budget, chapter support of International and NYS Projects and other useful information. Find these documents [at www.peonewyork.org](http://www.peonewyork.org) > Publications.

**4. Instructions to Officers of Local Chapters (IOLC)**

- Available at [www.peointernational.org](http://www.peointernational.org) > Resource Library > Local Chapter Members > Manuals and Handbooks.
- Read at least the Policies and corresponding secretary's section, which explains your responsibilities for supervision of officers, annual reports, balloting, initiation, and increase/decrease in membership
- Note retention records on first page of each officer's instructions

5. **Be familiar with forms and process for membership activity** (Change in Membership (CIM), Notice of Member in Your Area, Chapter Membership Summary (CMS), Chapter Membership History (CMH))
  
6. **International and NYS P.E.O. Websites** ([www.peointernational.org](http://www.peointernational.org) & [www.peonewyork.org](http://www.peonewyork.org))
  - [www.peointernational.org](http://www.peointernational.org), especially under Resource Library > Local Chapter Officers
    - Excellent training videos for officers under Local Officer Training
    - Annual Report training videos are under Annual Reports
  - [www.peonewyork.org](http://www.peonewyork.org)
    - Contact information for NYS Executive Board, Reciprocities and Committees resource materials, NYS publications and information on NYS projects
    - Join our mailing list under Member Home > Publications
  - Check websites often for updates
  
7. **The President's Book**
  - Become familiar with the order of business
  - Correspondence requiring chapter action is to be given to the president
  - A letter of acceptance for an invitation to transfer and/or a letter of reinstatement is read as the last item of correspondence. The date the acceptance and/or reinstatement letter is read to the chapter is noted as the official "transfer in" or "reinstatement" date on the Annual Report of Corresponding Secretary form.
  - Current chapter bylaws and standing rules should be kept in the President's Book
  
8. **P.E.O. Counsel for Membership Booklet**
  - This booklet is a guide for conducting both pre-acceptance and post-initiation counseling, which are crucial for a new member. New members who are not properly counseled sometimes do not know what is expected of a member or do not fully understand the organization, its mission and that membership is a lifetime commitment.
  - PowerPoint presentations are available on the International website: [www.peointernational.org](http://www.peointernational.org) > Resource Library > Local Chapter Members > Local Chapter Membership Toolbox > New Members.
  
9. **Local Chapter Yearbook, Bylaws and Standing Rules**
  - NYS Yearbook Guidelines are available by logging in as a member to [www.peonewyork.org](http://www.peonewyork.org) > Local Chapters > Officers > Recording Secretary > NYS Resources > Yearbook Guidelines 22 - 23
  - Please include contact information for your chapter's Board Buddy

## **CORRESPONDING SECRETARY'S SUPPLIES:**

1. You are no longer required to keep specific quantities of supplies. You may read reference materials online or print selected pages as desired. If preferred, paper copies are available from the P.E.O. Supply Department.
2. Invitation to Membership
3. Forms Available on Website:
  - Change in Membership
  - Invitation to Transfer
  - Lateral Transfer Introduction
  - Monthly Report to Chapter
  - Notice of Member in Your Area
  - Report of Election of Officers