**STATE COMMITTEE INTEREST SHEET**

***New Jersey State Chapter***

![MCj04240480000[1]]()*Looking for wonderful* ***Leadership growth*** *opportunities?*

*Yes!!!!!!*

 *Please Let Me Serve On A State Committee!*

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter \_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_**

**Telephone (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt. Phone # (work/cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am interested in serving on the following state committees:**

**(Please list in order of preference – see back for committees and descriptions)**

 **Would you like a copy of the duties**

 **for this committee? Y/N**

1. **1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**
2. **2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**
3. **3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**

**Please describe any specialized training, skills or interests you have:**

**What state committees have you served on before?**

**\*\*\*BONUS: I am interested in serving on the New Jersey State Executive Board**! \_\_\_\_\_

 **Please send me a brochure which describes the offices and the duties involved** \_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Please E-mail completed form to: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

NJPEOVicePresident@gmail.com

Or snail mail your form to the current NJ Vice President

(Her address can be found in your local chapter yearbook!)

**Committee service does not require having served as a local chapter president**.

Service on the **executive board does require** one term of serving as a NJ local chapter president

***Which Committee Is Best For You?***

**All Committees: Basic computer skills and use of Email is required.**

**Typically, there are 2/3 members on each committee, with progression up to Chairman over 2/3 years.**

**All P.E.O. PROJECT Committees (Cottey, ELF, IPS, PCE, SA, STAR):** *(Time commitment: 2-4 hours each month, will vary according to monthly activity)*

* Distributes current project information to local chapters upon request.
* Finds a Project recipient to speak at Education Hour during convention: Provide/writes a bio for the speaker and introduces her at Ed Hour.
* Provides a Project display at the state convention; may provide a Program for the NJ State Program File.
* Prepares project information article for the Marguerite Messenger newsletters.

**Cottey College:**

* Maintains list of New Jersey women attending Cottey and enrollment prospects.
* Evaluates applications for New Jersey Cottey College Scholarships and Travel Reimbursement requests; makes recommendations to the Executive Board.
* Assists local chapters with Cottey recruitment procedures, including local college fairs.
* 2nd & 3rd year members travel to Cottey College to attend Cottey Seminar in August of even years.

**P.E.O. Educational Loan Fund:**

* Maintains list of current recipients and updates file of recipients who have repaid their loans in full.

**P.E.O. International Peace Scholarship Fund:**

* Maintains list of names and addresses of current IPS students studying in New Jersey.
* Maintains list of IPS Designated Award students sponsored by New Jersey chapters.

**P.E.O. Program for Continuing Education:**

* Maintains list of names of current PCE recipients sponsored by New Jersey chapters and their award amounts.

**P.E.O. Scholar Awards:**

* Maintains list of names of current Scholars sponsored by New Jersey chapters.

**P.E.O. STAR Scholarship:**

* Maintains list of names of current STAR Scholarship recipients sponsored by New Jersey chapters.

**New Jersey CARES (combines NJ Home Fund & NJ Special Assistance Fund:** *(Time commitment: Several hours each month, depending on number of applications)*

* Reviews applications for grants and makes recommendations.
* Reviews applications for assistance and chapter applications for dues reimbursements; makes recommendations.
* Provides an article for the Marguerite Messenger newsletters.

**Finance:** 2-member committee; accounting background is very helpful, but is not required. *(Time commitment: A few hours each month until December, then several hours a week through convention for the chairman)*

* Chairman presents a proposed annual budget at Convention of New Jersey State Chapter.
* Reviews reports of receipts and expenditures.
* Consults with and makes recommendations to the executive board upon request.
* Attends one to two meetings a year.

**Auditing:** 3-member committee; accounting background is very helpful, but is not required. *(Time commitment: Several hours for each of the 2-3 audits conducted per year.)*

* Reviews the books of the State Treasurer 2-3 times per year.
* Conducts a final audit of the NJ State Chapter financials at the close of the fiscal year.
* Prepares and presents the Report of the Audit Committee at Convention of New Jersey State Chapter.

**Amendments and Recommendations:** *(Time commitment: A few hours a month, depending upon the number of amendments presented.)*

* Prepares the proposed amendments and recommendations for submission at Convention of New Jersey State Chapter (*with guidance from the representative assigned from the International Study & Research Committee*).
* Chairman presents proposed amendments at Convention of New Jersey State Chapter.

**Nominating:** (*Time commitment: Several hours in November, December, January & February. Chairman is the immediate Past State President)*

* Chairman prepares the nominating information for Marguerite Messenger newsletter
* Accepts names of eligible candidates for the Executive Board of NJ State Chapter.
* Reviews the Recommendation Form and Information Sheet.
* Committee selects and chairman presents slate of nominations for the Executive Board of New Jersey State Chapter.

**Membership:** *(Time commitment: Several hours each week.)*

* Maintains list of names and addresses of unaffiliates from NJ, and those from other states currently residing in NJ.
* Compiles list of names from ‘Introduction of a Woman Not a P.E.O.’ forms.
* Assists Executive Board with the nurturing of local chapters and with formation of new chapters, as requested.

**Historian:** Photography skills are very helpful. *(Time commitment: A few hours each month)*

* Collects documents and photographs concerning events taking place throughout the year.
* Maintains scrapbook containing the history of New Jersey State Chapter.
* Maintains the 10-year resumes of local chapters.

**Technology:** Technology skills are critical. *(Time commitment: Several hours each month; more time closer to Convention)*

* Coordinates AV needs at State Convention....assists with video presentations at Convention.
* Creates & conducts webinars for chapters in collaboration with Executive Board of New Jersey State Chapter.
* Assists the State President in maintaining all digital cloud archive materials.
* Supports the webmaster in maintaining the New Jersey state website.
* Provides technical assistance to chapters and members.
* Assists the Executive Board of New Jersey State Chapter as requested