



# Local Officer Training

Welcome to all Alabama Local Chapter Officers

# Our Agenda

- ▶ **How to find the Alabama P.E.O. website**
- ▶ **How to find the International P.E.O. website**
- ▶ **IOLC (Instruction Officers of Local Chapters)**
- ▶ **Duties and Instructions for ALL local officers**

# Resources You Will Need

## Website Resources

- ▶ [www.peoalabama.org](http://www.peoalabama.org)
- ▶ [www.peointernational.org](http://www.peointernational.org) (aka The HUB)

*Note: You will be asked to change your passwords regularly on these sites.*

- ▶ P.E.O. Constitution
- ▶ AL State Bylaws and Standing Rules
- ▶ List of Supplies for Officers of Local Chapters
- ▶ Alabama Spot Reminder Document

# Our Alabama Website - Sign IN

The screenshot shows a web browser window displaying the homepage of the Alabama P.E.O. Chapter. The browser's address bar shows the URL `peoalabama.org`. The page features a navigation menu with links for Home, Members, P.E.O. International, and Contact Us. A large green arrow points to the 'Members' link. The main content area includes a banner with the text 'ALABAMA STATE CHAPTER P.E.O. SISTERHOOD' and the tagline 'P.E.O. - Where Women Motivate, Educate, and Celebrate Women'. Below this is a large image of white daisies with the text 'We are P.E.O.' overlaid. The browser's taskbar at the bottom shows the system tray with a temperature of 79°F, the date 5/4/2026, and the time 3:08 PM.

peoalabama.org

ALABAMA STATE CHAPTER P.E.O. SISTERHOOD  
P.E.O. - Where Women Motivate, Educate, and Celebrate Women

Home Members P.E.O. International Contact Us

We are P.E.O.

79°F Sunny 3:08 PM 5/4/2026

# Where to Find Documents

The screenshot shows a web browser window displaying the website for the Alabama State Chapter P.E.O. Sisterhood. The browser's address bar shows the URL: [members.peoalabama.org/?\\_gl=1%2Aoy995c%2A\\_ga%2AMTKyODQ5NjMxOS4xNzc3OTE5MjMw%2A\\_ga\\_TT8L5TH89Y%2AczE3Nzc5MjQyN...](https://members.peoalabama.org/?_gl=1%2Aoy995c%2A_ga%2AMTKyODQ5NjMxOS4xNzc3OTE5MjMw%2A_ga_TT8L5TH89Y%2AczE3Nzc5MjQyN...). The website header includes the P.E.O. logo on the left, the text "ALABAMA STATE CHAPTER P.E.O. SISTERHOOD" and "P.E.O. – Where Women Motivate, Educate, and Celebrate Women" in the center, and a "GROW WITH P.E.O." logo on the right. A navigation menu below the header contains the following items: Home, Table of Contents, State Board, Projects, Membership, State Calendar, State Information, Local Chapters, and Documents and Forms. A large green arrow points upwards from the "Documents and Forms" menu item. Below the navigation menu, the main content area features a "Welcome to Our Members Area" message in a cursive font. At the bottom of the page, there are three green boxes: the first contains the text "Alabama State President Paige McCormick Shares Her Logo"; the second contains a five-star rating and the text "Convention Hostess Chapters D, R, A1, and AK invite you to P.E.O. Alabama State Chapter 2027 Annual Convention"; the third contains the text "LATEST UPDATES" and "President's Newsletter now available". The Windows taskbar at the bottom shows the system tray with a temperature of 79°F, the date 5/4/2026, and the time 3:09 PM.

# Where to Find International Resources

The image is a screenshot of a web browser displaying the homepage of the Philanthropic Educational Organization (P.E.O.). The browser's address bar shows the URL "peointernational.org". The website's header features the P.E.O. logo on the left and navigation links for "Contact Us", "Member Login", and "Interested in Membership" on the right. Below the header is a horizontal menu with links for "Membership", "Resources", "Educational Support", "Events", "Make a Gift", and "About P.E.O.", along with a search icon. The main content area has the text "PHILANTHROPIC EDUCATIONAL ORGANIZATION" in small letters, followed by the large heading "Where women motivate women". The word "motivate" is highlighted in a yellow rounded rectangle. Below this is the text "Welcome to P.E.O. We are a Sisterhood of women with a shared mission." and the tagline "P.E.O. - WHERE WOMEN MOTIVATE, EDUCATE AND CELEBRATE WOMEN." At the bottom of the main content area is a "Get Involved" button. The browser's taskbar at the bottom shows the system tray with a temperature of 79°F, the date 5/4/2026, and the time 3:19 PM.

Member Login

PHILANTHROPIC EDUCATIONAL ORGANIZATION

## Where women motivate women

Welcome to P.E.O. We are a Sisterhood of women with a shared mission.

P.E.O. - WHERE WOMEN MOTIVATE, EDUCATE AND CELEBRATE WOMEN.

Get Involved

# The HUB

The screenshot displays the P.E.O. Hub website in a web browser. The browser's address bar shows the URL [peo-portal.com](http://peo-portal.com). The website features a dark purple sidebar on the left with a search bar and a navigation menu. The main content area is divided into several sections: 'My To-Do Items/Notices', 'My Chapter' (AJVAL Huntsville), 'Newsfeed', and 'My Shortcuts'. The footer contains the P.E.O. logo and copyright information.

**Navigation Menu:**

- Dashboard
- Chapters / Groups
  - Local Chapters
  - S/P/D Chapters
  - International
- Member Search
- Non-Member Intro (Formerly Introduction of a Woman)
- Annual Reports
- Resources
- Shops / Donations
- Projects / Foundation
- My Messages

**Main Content Sections:**

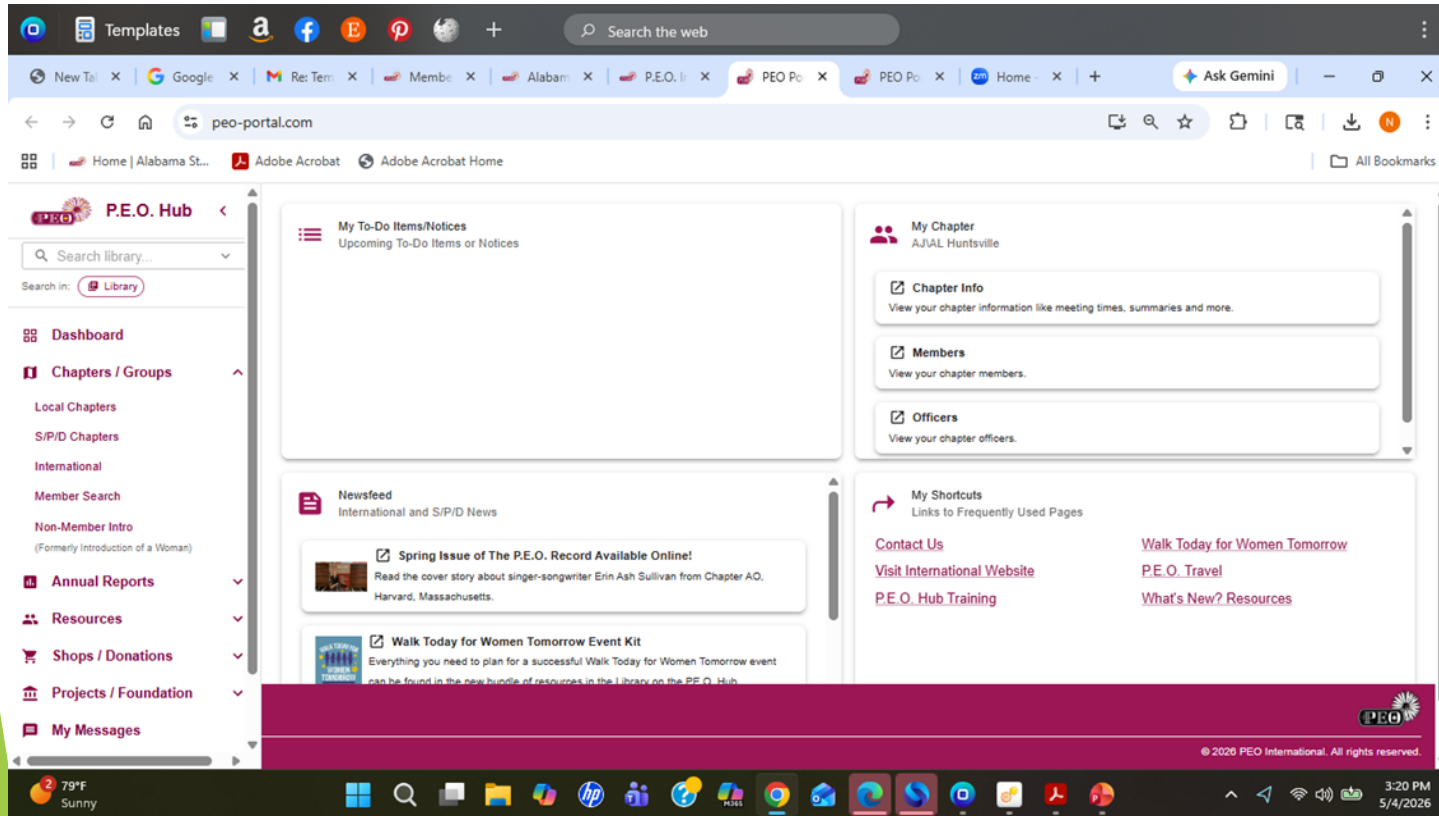
- My To-Do Items/Notices:** Upcoming To-Do Items or Notices
- My Chapter (AJVAL Huntsville):**
  - Chapter Info: View your chapter information like meeting times, summaries and more.
  - Members: View your chapter members.
  - Officers: View your chapter officers.
- Newsfeed:** International and S/P/D News
  - Spring Issue of The P.E.O. Record Available Online! Read the cover story about singer-songwriter Erin Ash Sullivan from Chapter AO, Harvard, Massachusetts.
  - Walk Today for Women Tomorrow Event Kit Everything you need to plan for a successful Walk Today for Women Tomorrow event can be found in the new bundle of resources in the Library on the P.E.O. Hub.
- My Shortcuts:** Links to Frequently Used Pages
  - Contact Us
  - Visit International Website
  - P.E.O. Hub Training
  - Walk Today for Women Tomorrow
  - P.E.O. Travel
  - What's New? Resources

**Footer:** © 2026 PEO International. All rights reserved.

# The Library

The screenshot displays the P.E.O. Hub website interface. A green circle highlights the 'P.E.O. Hub' logo and the search bar area. The search bar contains the text 'Search library...' and a dropdown menu with 'Library' selected. Below the search bar, a sidebar menu lists various navigation options: Dashboard, Chapters / Groups (with sub-items: Local Chapters, S/P/D Chapters, International, Member Search, Non-Member Intro), Annual Reports, and Resources (with sub-items: P.E.O. Record, Bed and Breakfast, TLC, Transfer List). The main content area is divided into several sections: 'My To-Do Items/Notices', 'My Chapter' (AJAL Huntsville) with sub-sections for Chapter Info, Members, and Officers; 'Newsfeed' with articles like 'Spring Issue of The P.E.O. Record Available Online!' and 'Walk Today for Women Tomorrow Event Kit'; and 'My Shortcuts' with links to Contact Us, Visit International Website, P.E.O. Hub Training, Walk Today for Women Tomorrow, P.E.O. Travel, and What's New? Resources. The footer includes the P.E.O. logo and copyright information: '© 2026 PEO International. All rights reserved.' The Windows taskbar at the bottom shows the date as 5/4/2026 and the time as 3:21 PM.

# Instructions to Local



Login to [www.peointernational.org](http://www.peointernational.org)

Click Resource Library

Use the Search Bar

Look at the results

# The IOLC

[Documents](#) / Instructions to Officers of Local Chapters (IOLC) - Complete

## Instructions to Officers of Local Chapters (IOLC) - Complete v1.4

### Document Information

These guidelines outline the duties of each local chapter officer and list policies pertaining to local chapters.

### Quick Actions

 [VIEW DOCUMENT](#)

 [DOWNLOAD](#)

 [COPY LINK](#)

# A Few Housekeeping Announcements

- ▶ Remember *Your Board Buddy* is here to help You!
- ▶ Please always use the Correct Transmittal Sheets when sending giving to the State Treasurer-Use the Chapter Giving Only Transmittal. The Direct Transmittal (for Individuals) should be sent to International directly by the giver. Note: direct giving can be done via the HUB.
- ▶ Dates matter in P.E.O.: Here are a few very important ones...
  - ▶ Yearbooks should be complete and sent to State Board by June 15 each year.
  - ▶ In May be sure to have a State Convention Report at your chapter meeting.
  - ▶ In June update all committee assignments on the HUB.
  - ▶ In July start recruiting candidates for Project-remember for ELF anytime of the year is great.
  - ▶ December each year start checking on your membership lists in preparation for Year End.
  - ▶ In December it's not too early to start collecting dues from Sisters.
  - ▶ Local Chapter Presidents' Letter are drafted and read to the chapter in February and sent to the State President.

# More Housekeeping....

- ▶ In December and early January -ELF Legacy Chapter, IPS Partners in Peace Chapter (along with the online form which should be included to the state treasurer), PSA Laureate Chapter, STAR Constellation Chapter, PCE Brighter Tomorrow Chapter, Cottey College Luminary contributions, and all project contributions must be received by the Alabama State Treasurer by January 31 in order to get them to the International Executive Office by the stated deadlines and for chapters to receive credit at the state convention in that year. Otherwise, recognition will be given the following year.
- ▶ March 10 (NLT) submit local Committee Chair reports to State Committees chairs.
- ▶ Treasurers send completed and signed IRS Form (via the HUB)with check for dues and assessments to state treasurer before March 10.

## Now Let's Talk about Our Officers

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