



Local Officer Training

Welcome to all Alabama Local Chapter Officers

Corresponding Secretary

Adapted from the HUB



Training Overview



Chapters / Groups

- Local Chapters
- S/P/D Chapters
- International
- Member Search
- Non-Member Intro (Formerly Introduction of a Woman)

Annual Reports

Resources

- P.E.O. Record
- Bed and Breakfast
- TLC
- Library
- P.E.O. Map
- Training
- Leadership Development
- Reports

Shops/Donations

Projects / Foundations

5 documents found for "corresponding sec" (showing 1-5 of 5) Sort by Newest first

	IOLC - Corresponding Secretary New Version 1.1 • 01/15/2026			
	Corresponding Secretary's Monthly Report to Chapter (PDF) Version 1.0 • 09/16/2025			
	Corresponding Secretary's Monthly Report to Chapter (Word) Version 1.0 • 09/16/2025			
	Corresponding Secretary Training: Staying in Touch Script Version 1.0 • 09/15/2025			
	Corresponding Secretary Training: Staying in Touch Version 1.0 • 09/15/2025			

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Three Key Areas

1

**Tools
and
Tips**

2

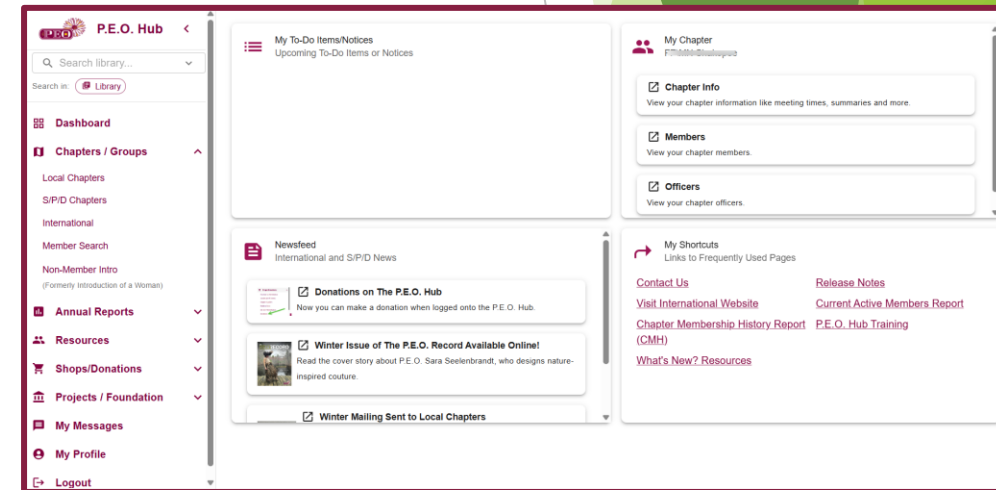
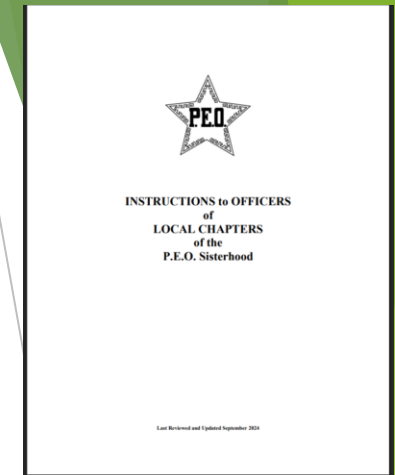
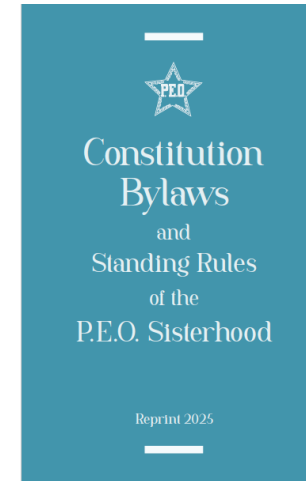
**Membership
Records**

3

**Report of
Elections**

1 Tools

- ▶ Officer Transition Meeting
- ▶ Constitution
 - ▶ Part III, ARTICLE V, Sec. 5
- ▶ Instructions to Officers of Local Chapters (IOLC)
- ▶ S/P/D Chapter Bylaws
- ▶ P.E.O. Hub



1 Tips

- ▶ Corresponding Secretary's Monthly Report to Chapter
 - ▶ The report of correspondence **sent** (including reports submitted online) is given only at the **first** regular meeting of the month.
- ▶ Reading correspondence received
 - ▶ Correspondence **received** is read or reviewed at **every** regular meeting.
 - ▶ State the name of the sender before reading the message.
 - ▶ Electronic correspondence received may be distributed prior to the meeting and referenced in your report.
 - ▶ Actionable correspondence is provided to president.
- ▶ If no correspondence was sent/received, the report is "No correspondence was sent/received."

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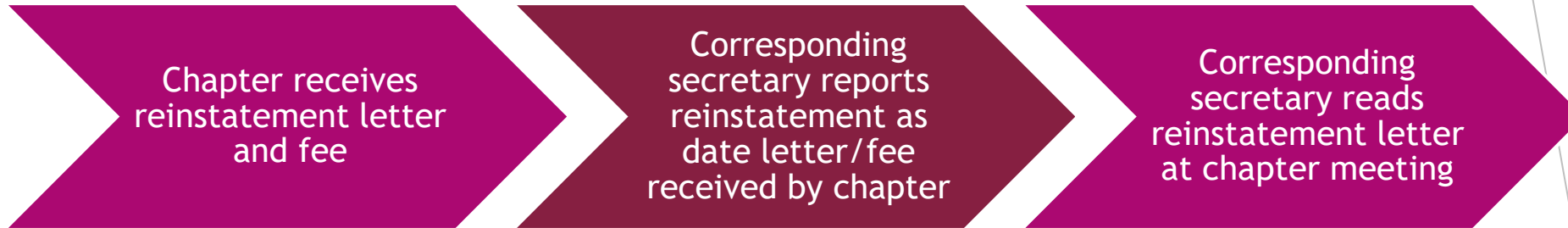
1 Tips

- ▶ Reading notification of transfer out
 - ▶ Note the date of the member's transfer within your chapter records.

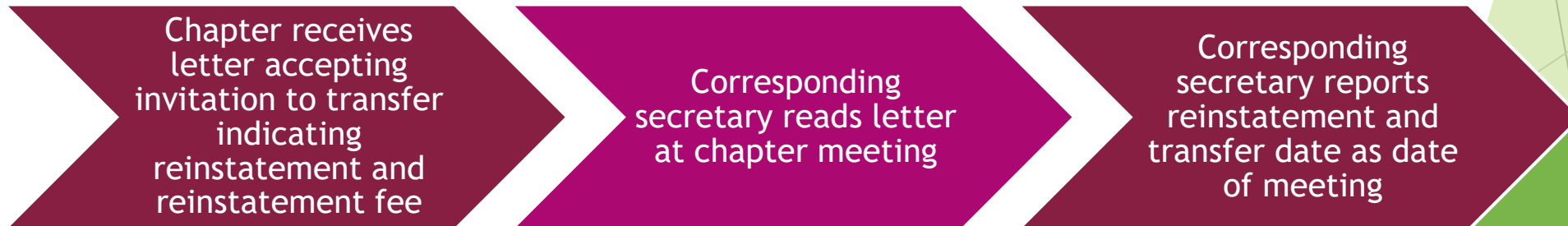
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1 Tips

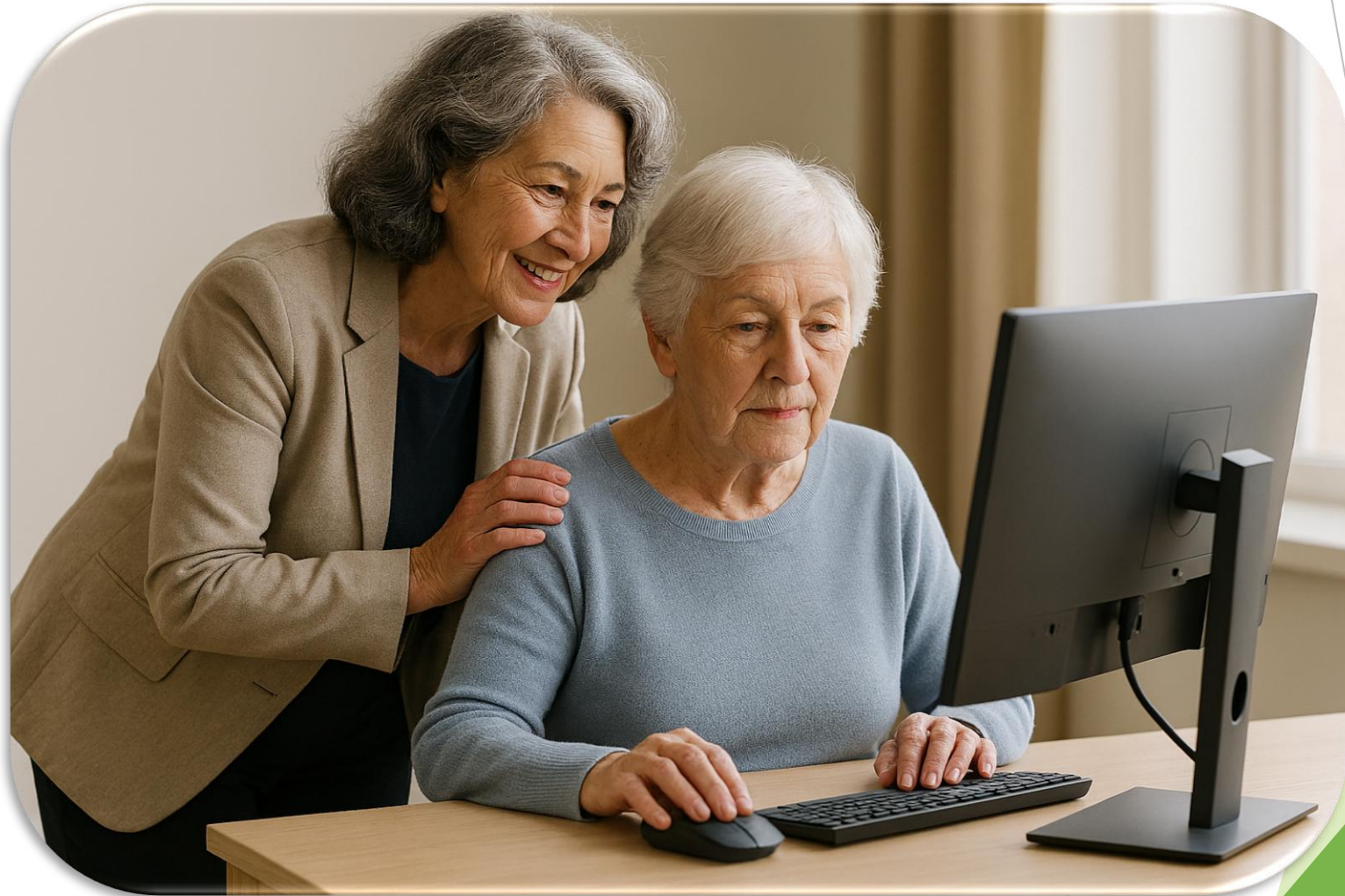
► Reinstatement



• Reinstatement and Transfer



1



1

Seeking a Transfer screen snapshot

P.E.O. Hub <

Search library...

Search in: Library

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

SUBMIT TRANSFER REQUEST

Available Chapters

D\AZ Phoenix
7.3 miles away
Active Member Count: 26
Type: In Person
Description: We elected new officers at our last meeting. We do have socials about once a month
Meeting Times:
September thru August - Monthly 3rd Saturday at 9:30 am

ADD TO TRANSFER REQUEST

CQ\AZ Scottsdale
7.3 miles away
Active Member Count: 17
Type: Hybrid
Description: We are a small chapter that meets as able, supports all, and works on fundraising.
Meeting Times:
January thru December - Monthly 2nd Wednesday at 7:00 am

ADD TO TRANSFER REQUEST

AQ\AZ Scottsdale
7.9 miles away
Active Member Count: 23
Type: In Person
Description: Chapter AQ is a warm and welcoming group of ladies, We meet in members homes at 10:00am on the first and third Thursday of each month and share a light brunch. Most of our members are 75 and above. We often have speakers and most of the presentations are quite interesting.
Meeting Times:
January thru November - Bi-Weekly 1st and 3rd Thursday at 10:00 am

REMOVE FROM TRANSFER REQUEST

BV\AZ Scottsdale
7.9 miles away
Active Member Count: 24
Type: In Person
Description: We are a maturing chapter seeking new members to add to our vitality and enthusiasm. We highlight our success with Bed and Breakfast offerings.. we are delighted to host P.E.O. sisters from really diverse backgrounds.
Meeting Times:
January thru December - Monthly 1st Wednesday at 9:30 am
January thru December - Monthly 1st Wednesday at 9:30 am

REMOVE FROM TRANSFER REQUEST

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1

Seeking a Transfer screen snapshot

P.E.O. Hub

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Seeking Transfers / Ava Donaldson

Ava Donaldson

Basic Information

Status: **Open**

Member: Ava Donaldson

Email: adonaldson3@testpeo.org

Phone: 580-822-4773

Created By: Ava Donaldson

Created Date: Feb 17, 2026

Chapters

COVAZ

Status: **Open**

Contact Attempts:
Attempt One: Feb 23, 2026 **Reached**

Notes **ADD NOTE**

She does not like to drive at night and would appreciate a ride to the meeting. **Private**
Betty White - Feb 24, 2026

Contacted (phone, email or text)
Betty White - Feb 24, 2026

HIDE ACTIONS

TRANSFER **REMOVE**

2 Membership Records

- ▶ Membership Roster on the P.E.O. Hub
- ▶ Chapter Membership History (CMH)
- ▶ Active/Inactive Chapter Members report on the P.E.O. Hub

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2 Membership Records

- ▶ CMH
 - ▶ Historical record of membership
- ▶ General Enrollment Book
 - ▶ Kept for the life of the chapter

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2 Membership Records

- ▶ Active/Inactive Chapter Members
 - ▶ Printable spreadsheet of current members
- ▶ Final Roster Report
 - ▶ Lists active and inactive members
 - ▶ Can print after chapter's Annual Report has been approved

3 Membership Roster

- ▶ Review and update of the Membership Roster
 - ▶ Receive annual email from International Chapter
 - Between January 1 and February 24
 - ▶ Verify the membership record for the chapter is correct

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3 Annual Duties

1. Membership Roster
2. Report of Election of Officers of Local Chapters
3. Local Chapter Report of Project Chairs
4. Report State Convention – Delegate(s) and Alternate(s)
5. International Convention – Nominee for Delegate (select chapters in odd-numbered years only)



1. Tools and tips for fulfilling your responsibilities
 - ▶ Most of the instructional materials and forms you need to fulfill your duties are available on the P.E.O. Hub.
 - ▶ Become familiar with information regarding corresponding secretary duties provided in the Constitution, IOLC and your s/p/d bylaws and standing rules.





2. Membership records

- ▶ Membership records are vital for corresponding secretaries. It is essential that membership activity be reported timely on the P.E.O. Hub.
- ▶ Become familiar with, and learn the differences between, the CMH and Membership Roster records.
- ▶ The accuracy of your chapter's membership records depends on your efficient management of these records.





3. Review and report

- ▶ Annually review chapter membership as directed by International Chapter.
- ▶ The election of officers, delegate and alternate to conventions and the appointment of project chairs are reported online by you or your chapter's technology contact.

