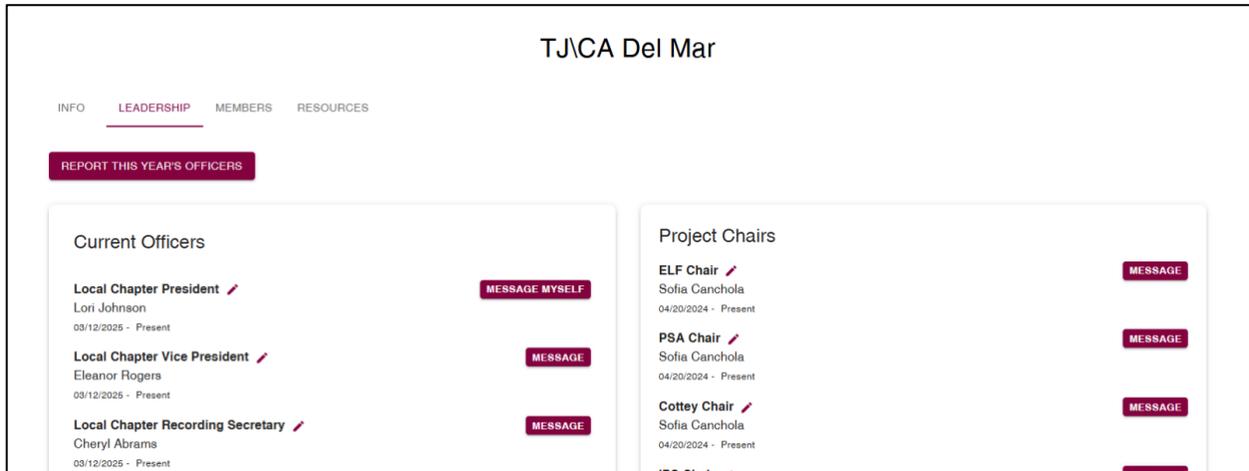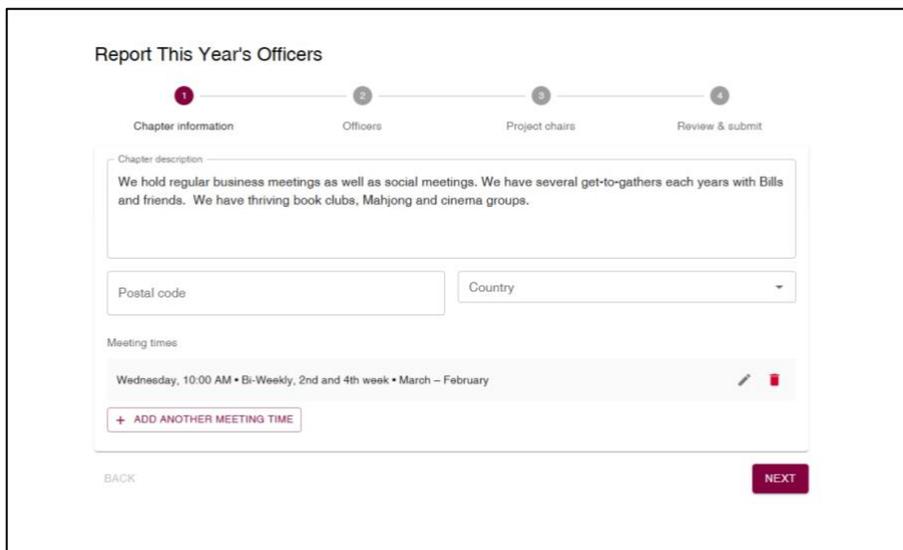**Reporting Local Chapter Officers**

Reporting officers for your local chapter can begin each year on March 1 on the P.E.O. Hub. After logging in, local chapter presidents will have an item under My To-Do Items/Notices shown in the top left quadrant of your Dashboard. Click on this To-Do item to be directed to your chapter's leadership page. At the top of the page, above the listing of current officers, click Report This Year's Officers.

Chapter Information

The Chapter Information screen is visible to all members of P.E.O. and contains the details and description of your chapter. Keep this information current so that members who are interested in transferring can learn more about your chapter.

Chapter Description

Update or add a description of your chapter with current information and unique details. Example:

Postal Code and Country

Enter the postal code associated with your chapter. This postal code will be used by those looking for chapters in a specific area.

The country is auto-populated based on the postal code and cannot be changed.

Meeting Schedule

Update or add your chapter's regular meeting days and times. This not only helps current members know the chapter meeting schedule, it also is helpful for those looking for a chapter.

- *Click on the pencil to edit the displayed meeting information.*
- *Click the Add Another Meeting Time button to add a new meeting time.*
- *Click on the trash can to delete an incorrectly displayed meeting time.*

When the form is complete, click the Next button.

Officers

Report your chapter's newly installed officers on the next screen. Make sure to include those who continue to serve in the same officer role.

For each officer listed:

- Click the Install button.
- Enter the name of the member who has been elected and installed for the officer role.
- Click the checkmark to the right of the member's name. **Note: Only active members can be selected.
- Enter the start date for the officer. This should coincide with the date of installation.

If an officer has not yet been installed, add them after their installation date on the Leadership tab of your chapter-information page. Per the P.E.O. Constitution, if an officer is not installed by May 1, the office will be considered vacant.

Once all officers are assigned, click the Next button.

Project Chairs

Enter your chapter's project chairs using the same process as the one illustrated for chapter leadership on the next screen.

- Click the Install button.
- Enter the name of the member who has been elected and installed for the project chair role.
- Click the checkmark to the right of the member's name. **Note: Only active members can be selected.
- Enter the start date for the chair. This should coincide with the date of installation.

If a project chair position is unfilled, leave the field vacant. If a member is serving as the chair for multiple projects, add her name to each applicable project. When finished, click the Next button.

Review & Submit

Review the Summary page to ensure all information is accurate. If you need to go back and edit before submitting, click the Back button.

After your review is complete, click the Submit button.

After submitting the form, additional changes can be made by going to the Leadership tab for your chapter.