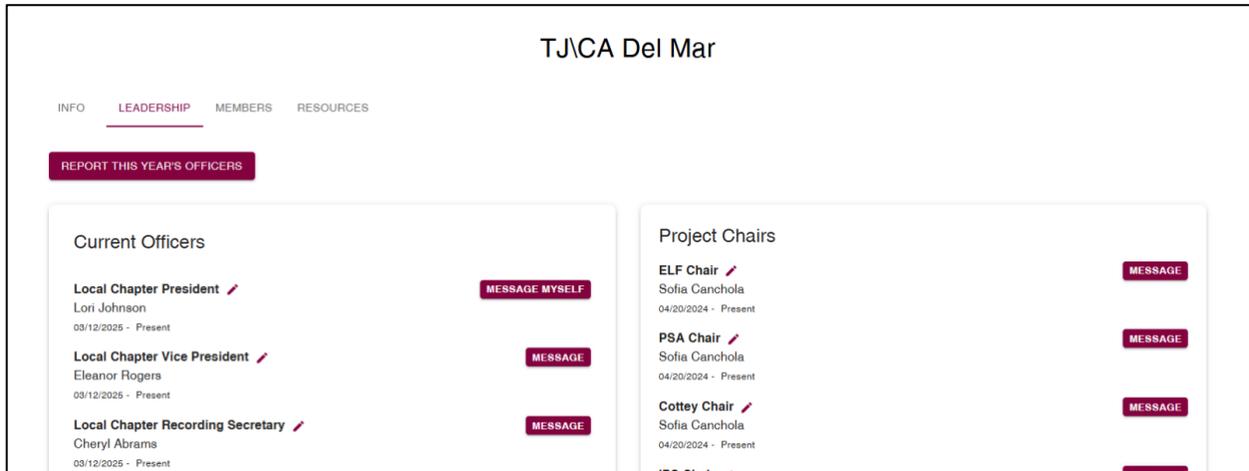


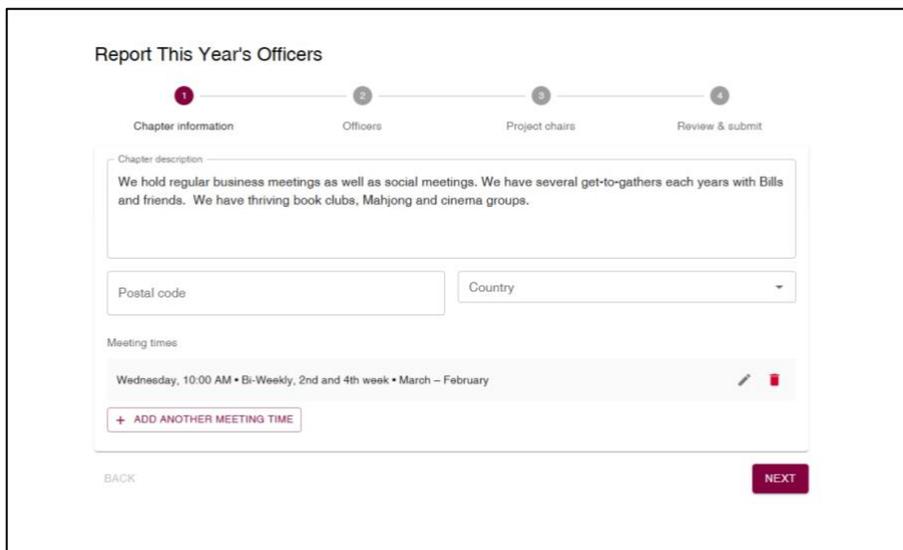
Reporting Local Chapter Officers

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.



The screenshot shows the leadership page for TJ\CA Del Mar. At the top, there are navigation tabs: INFO, LEADERSHIP (selected), MEMBERS, and RESOURCES. Below the tabs is a prominent red button labeled "REPORT THIS YEAR'S OFFICERS". The page is divided into two main columns. The left column, titled "Current Officers", lists three roles: Local Chapter President (Lori Johnson, 03/12/2025 - Present), Local Chapter Vice President (Eleanor Rogers, 03/12/2025 - Present), and Local Chapter Recording Secretary (Cheryl Abrams, 03/12/2025 - Present). Each role has a red "MESSAGE MYSELF" or "MESSAGE" button. The right column, titled "Project Chairs", lists three roles: ELF Chair (Sofia Canchola, 04/20/2024 - Present), PSA Chair (Sofia Canchola, 04/20/2024 - Present), and Cottey Chair (Sofia Canchola, 04/20/2024 - Present). Each role has a red "MESSAGE" button.

Chapter Information



The screenshot shows the "Report This Year's Officers" form, specifically the "Chapter Information" step (indicated by a red circle with the number 1). The form has a progress bar at the top with four steps: 1. Chapter information (selected), 2. Officers, 3. Project chairs, and 4. Review & submit. The "Chapter description" field contains the text: "We hold regular business meetings as well as social meetings. We have several get-to-gathers each years with Bills and friends. We have thriving book clubs, Mahjong and cinema groups." Below the description are fields for "Postal code" and "Country". The "Meeting times" section shows "Wednesday, 10:00 AM • Bi-Weekly, 2nd and 4th week • March - February" with edit and delete icons. At the bottom left is a "+ ADD ANOTHER MEETING TIME" button, and at the bottom right is a red "NEXT" button. A "BACK" link is also visible at the bottom left.

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:

Active

Our chapter consists of sisters of all ages who genuinely care about each other and look forward to joining together monthly to accomplish our business goals, have fun, and share entertaining programs. We offer a variety of 4 social events a year and a holiday cookie exchange to reach out to members who can't attend meetings in person.

[Edit Description](#)

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.

The screenshot displays a web interface for assigning officers. At the top, a progress bar indicates the current step is 'Officers' (step 2 of 4). The interface lists four officer roles, each with a current officer name and a form for assigning a new officer. Each role has an 'UNASSIGNED' button, a 'Start date' field with a calendar icon, and a checkmark icon.

Officer Role	Current Officer	Assignment Status	Start Date
Local Chapter President	Lori Johnson	UNASSIGNED	mm/dd/yyyy
Local Chapter Vice President	Eleanor Rogers	UNASSIGNED	mm/dd/yyyy
Local Chapter Recording Secretary	Cheryl Abrams	UNASSIGNED	mm/dd/yyyy
Local Chapter Corresponding Secretary	Loretta Albright	UNASSIGNED	mm/dd/yyyy

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

The screenshot shows a progress bar at the top with four steps: 1. Chapter information (checked), 2. Officers (checked), 3. Project chairs (active), and 4. Review & submit. Below the progress bar, there are four form sections, each for a different project chair:

- ELF Chair**
Current: Sofia Canchola
UNASSIGNED button
Start date: mm/dd/yyyy (with calendar icon)
- PSA Chair**
Current: Sofia Canchola
UNASSIGNED button
Start date: mm/dd/yyyy (with calendar icon)
- Cottey Chair**
Current: Sofia Canchola
UNASSIGNED button
Start date: mm/dd/yyyy (with calendar icon)
- IPS Chair**
Current: Sofia Canchola
UNASSIGNED button
Start date: mm/dd/yyyy (with calendar icon)

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

✓ Chapter information ✓ Officers ✓ Project chairs 4 Review & submit

Summary

Review your entries below. Submit to complete.

Chapter information
We hold regular business meetings as well as social meetings. We have several get-to-gathers each years with Bills and friends. We have thriving book clubs, Mahjong and cinema groups.
Postal code: —
Country: —

Meeting times
Wednesday, 10:00 AM • Bi-Weekly, 2nd and 4th week • March – February

Officers
Local Chapter President: Eleanor Rogers – 2026-03-01
Local Chapter Vice President: Lori Johnson – 2026-03-01
Local Chapter Recording Secretary: Cheryl Abrams – 2026-03-01
Local Chapter Corresponding Secretary: Loretta Albright – 2026-03-01
Local Chapter Treasurer: Karlene Mandujano – 2026-03-01
Local Chapter Chaplain: Kyla Jacoby – 2026-03-01
Local Chapter Guard: Yvonne Hernandez – 2026-03-01
Local Chapter Membership Chair: Unassigned
Local Chapter Technology Contact: Unassigned

Project chairs
ELF Chair: Sofia Canohola – 2026-03-01
PSA Chair: Unassigned
Cottey Chair: Unassigned
IPS Chair: Unassigned
PCE Chair: Unassigned
STAR Chair: Unassigned

[BACK](#) [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.