

OEA MEMBERSHIP DEPARTMENT

2018-2019

Monthly Membership Guide & Updates For Local Association Leaders

April 30, 2019

May Reminders:

- Review and Reconcile membership records with the OEA membership roster
- 27th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:
membership@ohea.org

Or by telephone: InfOEA
1-844-632-4636

- Enclosed is the monthly billing statement for the month of April 2019.
- **The 2018-2019 Membership Roster is enclosed.** It is very important for you to review and reconcile this document:
 - ⇒ This will be the last chance to check your membership before enrollment materials are printed for 2019-2020. Submit updates/edits on the enclosed **Membership Update Form**. Changes may include building changes, retirements, and members not employed for the 2019-2020 membership year.
 - ⇒ Remember your monthly billing is calculated from this information. If your roster information does not reconcile with that of your records and/or the employer records, your billing may not be accurate.
- Membership Enrollment materials will be sent mid-June. Materials will be mailed to the Treasurer's address of record. If the Treasurer has changed or moved it is very important to notify OEA of these changes as soon as possible. If the Treasurer will be on vacation or away from their home during this time, please make arrangements for alternate mailing or pick up.
- Please continue to report any new election results to your OEA field office with name, address, non-work phone number and a non-work e-mail address as soon as possible. Advising your OEA Field Office immediately of any change to your local leadership along with providing a non-work e-mail address and a non-work phone number for all local leaders helps support OEA's efforts in timely communication.
- The **Local Association 2019-2020 Reporting Form** requesting information about your local association was in the February billing statement and was due April 1st. **The information required on this form is critical for the printing of your 2019-2020 membership enrollment materials.** This form is required to be completed, signed, and returned to the OEA Membership Department. **If the local is unable to report 2019-2020 local dues at this time, indicate this in the local dues section of the form, complete the remaining information, sign and return the form to the OEA Membership Department.** The reporting form can be returned in the payment envelope along with any payments and/or updates.
- By-Law 2-9 requires that each local association transmits 70% of the Unified Education Profession dues by June 1 unless the contracted OEA transmittal agreement stipulates otherwise. In an effort to avoid any last minute difficulties relative to seating NEA delegates at the year's national convention, please make sure your dues obligation is current.

Frequently Asked Questions:

Q: Why am I asked to review and reconcile the provided membership roster?

A. The Roster is provided for your use to reconcile your membership records. It is suggested this roster be compared to the payroll list provided by the employer. This review is important for the following reasons:

- To insure all members are on record with OEA for the purpose of maintaining the applicable OEA and NEA benefits and services.
- To insure full dues for all members are collected and to avoid loss of income to the Local Association, District, OEA, or the NEA.
- To verify that all payroll deductions for dues are collected accurately and in a timely manner by the employer payroll department and to prevent members from over or under paying dues which could result in unnecessary expenditure of resources, member concerns, or loss income.
- To prevent the possibilities of incurring late penalty payments and potential delegate seating issues at the OEA and NEA Representative Assemblies.

Please reference chapter one of the Treasurer's Handbook for additional details and Reconciliation Tips.

Miscellaneous:

2019 District Treasurer's Workshops

The following OEA District Treasurer's Workshops have been scheduled and are open to other Leaders in your Local:

CENTRAL on June 10, 2019: WEOA on July 10, 2019: ECOEA on July 15, 2019: SEOEA on July 18, 2019: NWEOA on July 23, 2019: NEOEA on July 24, 2019: SWEOA on July 30, 2019: EOEA on August 5, 2019: NCOEA on August 6, 2019.

For your convenience, you can also attend another districts workshop by contacting them to reserve your seat if that date works better with your schedule.