

# OEA MEMBERSHIP DEPARTMENT

## 2020-2021

### Monthly Membership Guide & Updates For Local Association Leaders

April 30, 2021

#### Monthly Reminders:

- **Review and Reconcile membership records with the OEA membership roster located in the ebilling portal**
- 27th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The Local Association Reporting Form for 2021-2022 (Due April 1st Please send as soon as possible).

Reference documents available to you on the OEA Website under Resources/ OEA Secretary/Treasurer page:

- ⇒ 20-21 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 20-21 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

#### InfoOEA HOURS -

Monday—Friday  
8:30 AM-5:00 PM



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:  
[membership@ohea.org](mailto:membership@ohea.org)

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

The April 2021 billing statement is now available in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.

- **The 2020-2021 Membership Roster** is available in the ebilling portal. It is very important for you to review and reconcile this document for two main reasons:
  - ◆ This will be the last chance to check your membership before enrollment materials are printed for 2021-2022. Submit changes on the attached **Membership Update Form**. (This form is also available on our website at [www.ohea.org](http://www.ohea.org). Select Resources, Select Secretary-Treasurer's Office, Select Documents.) These changes may include building changes, retirements, and members not employed for the 2021-2022 membership year.
  - ◆ 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 including the new OEA Fund contribution forms will be mailed to the Treasurer's address of record in mid-June. 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 2021-2022 Reporting Form** requesting information about your local association was mailed in February and was due April 1st. **The information required on this form is critical for the printing of your 2021-2022 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 2021-2022 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.** Forms may be scanned and emailed to [membership@ohea.org](mailto:membership@ohea.org), Subject Local Association Reporting form.

\*All enclosures are sent to the local treasurer. This mailing to other officers is for informational purposes only.

## Frequently Asked Questions:

**Q: Why am I asked to review and reconcile my membership roster?**

A. The Roster is 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 and fees 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 and fees 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.
- You now have easy access to view your roster each month as part of your electronic billing statement!

Please reference chapter one section IV "Treasurer Help and Guidelines" for additional details and Reconciliation Tips.

## Miscellaneous:

### 2021 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 14, 2021 Virtual: WEOA on July 14, 2021: ECOEA on July 15, 2021 Virtual: NWEOA on July 20, 2021 Virtual: NEOEA on July 21, 2021 Virtual: SEOEA on July 22, 2021: NCOEA on July 29, 2021 Virtual: EOEA on August 3, 2021 Virtual: SWOEA on August 5, 2021.

**\*\*\*PLEASE CONFIRM WITH YOUR LOCAL DISTRICT REGARDING RECENT CHANGES TO THESE SCHEDULED DATES. VIRTUAL SESSIONS HAVE BEEN NOTED ABOVE.**

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.