

OEA MEMBERSHIP DEPARTMENT 2021-2022

Monthly Membership Guide & Updates For Local Association Treasurers

May 31, 2022

Monthly Reminders:

- **Mid-June Enrollment Materials will begin shipping**
- 28th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The 2022-2023 Dues Rates will be posted on the OEA Website at www.ohea.org in mid-June.
- Reference documents available to you on the OEA Website under Resources/OEA Secretary/Treasurer page include:

- ⇒ Current edition of the Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ Current Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

OEA Office Summer Hours:
8:15 AM – 4:30 PM
From 6/1/2022 - 8/31/2022

Contact Center InfoOEA
remains 8:30 AM—5:00 PM

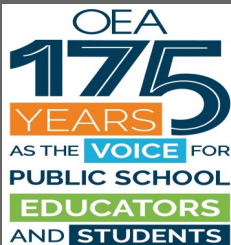
The May 2022 billing statement is now available for your review in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.

- **Membership Enrollment Materials for the 2022-2023 Membership Year will be distributed in June.** The materials will be mailed directly from OEA to the home address of the Treasurer on record as of June 1st once the details have been finalized and will include: Continuous Member Roster for Review, New Year Processing Documents, the 22-23 Treasurer's Handbook edition and a return envelope. A limited supply of blank enrollment forms along with the pre-printed Renewal forms will also be sent to the home address of the Treasurer of record directly from our print vendor. This means the Treasurer will receive two separate mailings for the 2022-2023 membership enrollment materials. Both mailings will begin shipping June 15th. **The OEA Fund contribution forms (formerly FCPE) will be sent to you in a separate mailing in mid-July. Do not return OEA Fund contribution forms with membership materials.**
- Be sure to notify your local President when you have received your enrollment materials and the OEA Fund contribution forms.
- OEA offers convenient **Online Enrollment**. The online module is very easy to use and requires only a few clicks and can be accessed via the OEA website at: www.ohea.org/why_belong. (See below for additional details.)

Join Now Online Enrollment

Access Join Now via the OEA website: www.ohea.org/why_belong. Once on the "Why Belong" web page the new member will select the "Join Now" button and will immediately begin the enrollment process. Upon completion of their enrollment, the new member will be provided a confirmation reflecting the information they submitted along with their new member ID number. This confirmation will be sent directly to the member via their email address and a copy will be sent to the OEA Membership Department. An electronic roster of all online enrollments will be sent directly to the appropriate Local Treasurer's email of record as new members join. For questions or additional information, please call membership at 1-844-632-4636 or membership@ohea.org.

- **COVID-19 AND ENROLLMENT PROCEDURES:** In consideration of the ever evolving COVID-19 protocols, we will be sending the same enrollment materials as were provided last year.
 - ⇒ You will be provided a postage paid, pre-addressed mailing envelope for each of your renewal forms. We have also provided a blank, postage paid envelope to be sent with each renewal form so the member can easily return the form to the address of your choosing.
 - ⇒ OEA suggests your local determine the best way for the membership forms to be collected, label the blank postage paid envelope with the address to which you wish to have the forms returned and then simply mail out to your members for signature.
- 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. 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.



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

Frequently Asked Questions:

Members retiring? Remind them if they are no longer working in the field of education, they can remain an important part of the association by joining as a retired member in the OEA/NEA. Online enrollment is available at <https://ims.nea.org/JoinNea>. Additional information can be found in the Treasurer's Handbook or the member may contact InfOEA by calling 1-844-632-4636 or at membership@ohea.org.

.....WRAPPING UP THE 21-22 YEAR (Reconcile, Reconcile, Reconcile!!)

Some items to put on your "to-do" list as the 21-22 year comes to a close.

- **Membership Reconciliations**—Be sure to reconcile your membership with OEA and your employer. See "Reconciliation of Local Association Members" in the Treasurer's Handbook for details.
- **Timely Payments**—Check your billing statement and dues transmittal agreement schedule and make sure all outstanding dues payments are current.
- **Local Association Leader Updates**—Send all addresses, non-work e-mail's and any changes in leadership roles to your OEA field office.

And if you are an outgoing Treasurer, here are a few suggestions on working with the Treasurer-Elect:

- Review Duties and Responsibilities (Treasurer's duties should be outlined in your local's constitution and bylaws. Additional guidelines can be found in the OEA Treasurer's Handbook in the Quick Reference section.)
- Forward the Treasurers Handbook with any notations you may have made
- Discuss Bank Account Signature and Access Changes (See New Banking Regulations in the OEA Treasurer's Handbook)
- Review Budget
- Complete Change of Address for: Bank, School District and IRS.
- Attend an OEA Treasurer's Workshop together.

Miscellaneous:

2022 Summer Leadership Academy

OEA Summer Leadership Academy is scheduled for June 15th through June 17th. Go to ohea.org/event/2022-summer-leadership-academy/ to register.

2022 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 13, 2022 Virtual: NWOEA on July 12, 2022: WEOEA on July 13, 2022: ECOEA on July 14, 2022: NEOEA on July 20, 2022: SEOEA on July 21, 2022: SWOEA on August 3, 2022 (with Virtual option): EOEA on August 9, 2022 Virtual: NCOEA on August 10, 2022 Virtual.

*****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.