

# OEA MEMBERSHIP DEPARTMENT

## 2022-2023

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

May 31, 2023

#### Monthly Reminders:

- **Mid-June Enrollment Materials** will begin shipping
- 29th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The 2023-2024 Dues Rates will be posted on the OEA Website at [www.ohea.org](http://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 6/1/2023 - 8/31/2023

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

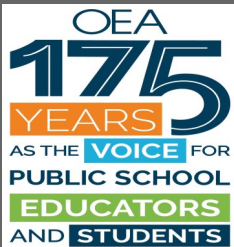
The May 2023 billing statement is now available for your review in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.

- **Membership Enrollment Materials for the 2023-2024 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 23-24 Treasurer's Handbook edition and a return envelope. A limited supply of blank enrollment forms along with the pre-printed Renewal forms and OEA Fund contribution 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 2023-2024 membership enrollment materials. Both mailings will begin shipping June 15th. **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](http://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](http://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](mailto:membership@ohea.org).

- **ENROLLMENT PROCEDURES:** 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](mailto:membership@ohea.org)

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

## Frequently Asked Questions:

### .....WRAPPING UP THE 22-23 YEAR (Reconcile, Reconcile, Reconcile!!)

Some items to put on your "to-do" list as the 22-23 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.
- **Dues Payments Continue During The Summer Months**
  - ◆ As summer approaches and the end of the current school year is in sight, we wanted to take this opportunity to mention the schedule of dues payments. As a reminder, your locals dues obligation is based on the Dues Transmittal Agreement on file with OEA. The dues transmittal agreement establishes your billing cycle. If the transmittal agreement includes "summer months" you will receive billing statements for these months and payments are required even when school is not in session. In order to avoid penalties, please be sure to keep your payments in line with your billing cycle. The new ePay option should help make this easier! If you have any questions, please contact the Membership department Monday—Friday 8:30 AM—5:00 PM.
- **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:

### **ATTENTION NEW TREASURERS!**

Are you new to being a Treasurer? Want to learn more about being a Treasurer and have the opportunity to have your questions answered? Make sure to sign up for a Treasurer's workshop, coming up this summer! You may attend any workshop you choose. Hint: Novice workshops are designed especially for our new Treasurers!

### **2023 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 12, 2023 (Virtual for Novice and Experienced): ECOEA on July 12, 2023: WOEA on July 13, 2023: NWOEA on July 18, 2023: NEOEA on July 19, 2023 (Novice) and July 20, 2023 (Experienced): SEOEA on July 27, 2023 (Novice and Experienced): SWOEA on August 2, 2023 (Novice and Experienced—Virtual option available): EOEA on August 3, 2023 (Virtual for Novice and Experienced) and NCOEA on August 8, 2023 (Virtual for Novice and Experienced).

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