

OEA MEMBERSHIP DEPARTMENT

2023-2024

Monthly Membership Guide & Updates For Local Association Leaders

April 30, 2024

Monthly Reminders:

- **Review and Reconcile membership records with the OEA membership roster located in the eBilling portal**
- 30th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- The Local Association Reporting Form for 2024-2025 (Due April 1st Please send as soon as possible).

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

- ⇒ 23-24 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 23-24 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

InfoOEA HOURS -

Monday—Friday
8:30 AM-5:00 PM

The April 2024 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 2023-2024 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 2024-2025.** Submit changes on the **Membership Update Form**. (This form is also available on our website at 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 2024-2025 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.
- **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.
- **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.
- As a reminder, the Early Enrollment Program for the upcoming 24-25 membership year continues.
 - ◆ By taking advantage of the Early Enrollment program beginning April 1, 2024, individuals are eligible to receive prior to September 1, 2024 benefits under the NEA Educators Employment Liability (EEL) Program, as well as access to select NEA Member Benefits Programs without dues obligation until September 2024. The individual is committing to the dues obligation for the new membership year beginning September 1, 2024, by enrolling in the Early Enrollment Program and does not need to re-enroll at the beginning of the new membership year. Enrollment in this program can be done via the online JoinNow module on the OEA Website beginning April 1, 2024 at: www.ohea.org/why_belong.
 - ◆ Please contact your Labor Relations Consultant or the Membership Department with any questions regarding this program.

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! (Contact your district for more information. See below for schedule)



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: InfoOEA
1-844-632-4636

2024 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, 2024 Virtual (Novice and Experienced); ECOEA on June 25, 2024; WEOA on July 11, 2024 (Novice and Experienced); NWEOA on July 16, 2024; NEOEA Novice on July 17, 2024 and Experienced on July 18, 2024; SEOEA on July 25, 2024 (Novice and Experienced); EOEA on August 3, 2024 Virtual (Novice and Experienced); SWOEA on August 5, 2024 Virtual option (Novice and Experienced); NCOEA on August 6, 2024 Virtual (Novice and Experienced).

*****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.

- 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 2024-2025 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 2024-2025 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 2024-2025 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, Subject: 23-24 Local Association Reporting form.

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 ensure all members are on record with OEA for the purpose of maintaining the applicable OEA and NEA benefits and services.
- To ensure 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 income loss.
- 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.