

# Section 1



Council

**COUNCIL  
TABLE OF CONTENT**

ADVISORY COUNCIL ROSTER

ADVISORY COUNCIL COMMITTEE  
ASSIGNMENTS AND APPOINTMENTS

OEA-R Committee Assignment Preference Form

OEA-RETIRED CALENDAR

ORGANIZATIONAL CHART

# Section 2



## Guidelines

**GUIDELINES**  
**TABLE OF CONTENT**

**GUIDELINES OF OEA-R**

**GUIDELINES OF OEA-R INDEX**

# Section 3



## Job Descriptions

# Job Descriptions



## Officers, Elected and Appointed Positions, and Committees

Adopted April 17, 2008

Revised August, 2015

Revised August 13, 2019

OEA-R Job Description

**Advisory Council Member**

Guidelines Reference: Article VII Section A, B & I  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2019

An Advisory Council Member shall have the following responsibilities:

1. Participates, as a new member, in an orientation to the Advisory Council;
2. Develops an understanding about OEA-R's Guidelines, organizational structure, procedures, and the organizational goals and objectives;
3. Carries out assigned job responsibilities as presented in current OEA-R Job Descriptions;
4. Prepares for and attends Advisory Council and Committee Meetings and contributes to discussions;
5. Attends their District Representative Assemblies and OEA-R Delegate Assembly meetings preceding the OEA Representative Assemblies;
6. Periodically writes articles updating activities related to assigned job for the OEA-R Newsletter and/or for *Ohio Schools*;
7. Maintains current OEA-R membership;
8. Assist in any other duties that will promote the purposes of OEA-R and support the OEA-R Mission;
9. Takes an active role in carrying out the OEA-R Action Plan;
10. Serves as an ambassador of OEA-R encouraging membership, supporting issues, and promoting programs;
11. Returns OEA-R Advisory Council Handbook and any other OEA-R materials to the OEA-R Staff Liaison when leaving the OEA-R Advisory Council; and
12. Invites their replacement to their last OEA-R Advisory Council Meeting when knowing their replacement.

OEA-R Job Description

**Chair**

Guidelines Reference: Article VII Section I.1  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: May 8, 2014

The OEA-R Chair shall be a voting member on the Advisory Council. When the position of Chair becomes vacant, the Vice-Chair shall fill the vacancy.

In addition to the Advisory Council Member responsibilities, the Chair's duties are:

1. Chair all meetings of the Advisory Council and be responsible for the preparation of the agendas.
2. Call and chair all meetings of the Advisory Council Cabinet.
3. Chair meetings of the OEA-R Representative Assembly delegates.
4. Appoint the OEA-R Newsletter Editor and make recommended appointments to OEA Committees with the approval of the Advisory Council.
5. Appoint all Chairpersons and members of Standing Committees of the Advisory Council with the approval of the Advisory Council Cabinet.
6. Appoint Ad-Hoc Committees with the approval of the Advisory Council Cabinet.
7. Serve as an ex-officio member without vote on all OEA-R Committees.
8. Shall review OEA-R policies and recommend priorities to be considered by the Council.
9. Represent the OEA-R as spokesperson on matters of policy or whenever representation is called for.
10. Shall, upon being elected, be declared the first alternate to the OEA Board of Directors.
11. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend as many District Representative Assemblies as possible.
12. Shall, serve as automatic delegate by virtue of office to the NEA-R Annual Meeting and NEA Representative Assembly.

Other responsibilities include, but not limited to:

- a. Works with the OEA-R Staff Liaison in coordinating the OEA-R activities;
- b. Keeps the Advisory Council informed of all OEA initiatives and directives;
- c. Appoints special positions to the Council if appropriate and approved by the Advisory Council;
- d. Communicates the activities of the organization to the membership in OEA-R's newsletter and any other appropriate communication tool;



Chair Job Description (continued)

- e. Provides leadership and assistance in activities of OEA-R officers and committees that promote the OEA-R Mission;
- f. Prepares and communicates a proposed biennial budget;
- g. Provides orientation for new and continuing Advisory Council members;
- h. Coordinates program of the OEA-R Delegate Assembly Meeting; and,
- i. Conducts annual Advisory Council evaluation:
  - i. Distribute the Advisory Council Assessment prior to May;
  - ii. Collect at the last Advisory Council meeting of the year;
  - iii. Compile a summative evaluation; and,
  - iv. Report the results to the Advisory Council in September.

OEA-R Job Description

**Vice-Chair**

Guidelines Reference: Article VII Section I.2  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended:

The OEA-R Vice-Chair shall be a voting member on the Advisory Council. When the position of Chair becomes vacant, the Vice-Chair shall fill the vacancy.

A vacancy in the office of Vice-Chair shall be filled by a majority vote of the Advisory Council to serve until a successor shall be elected at the next OEA-R election for the remainder of the unexpired term. The elected person shall have been a member of the Advisory Council for at least one full year.

In addition to the Advisory Council Member responsibilities, the Vice-Chair's duties are:

1. Attend all Advisory Council and Cabinet Meetings.
2. Serve as Chairperson of the Program and Services Standing Committee.
3. Serve as Chair when the Chair is unable to perform his/her duties.
4. Assist the Chair in representing OEA-R interests and in carrying out such duties as the Chair may delegate.
5. Shall, upon being elected, be declared second alternate to the OEA Board of Directors.
6. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend as many District Representative Assemblies as possible.

Other responsibilities include, but not limited to:

- a. Serve as a member of the Advisory Council Cabinet;
- b. Assists and communicate the need for the biennial budget approved by the Advisory Council; and,
- c. Assists the Chair in coordinating orientation of new Advisory Council members.

OEA-R Job Description

**Secretary**

Guidelines Reference: Article VII Section I.3  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2013  
December 5, 2019

The OEA-R Secretary shall be a voting member on the Advisory Council.

A vacancy in the office of Secretary shall be filled by a majority vote of the Advisory Council to serve until a successor shall be elected at the next OEA-R election for the remainder of the unexpired term.

In addition to the Advisory Council Member responsibilities, the Secretary's duties are:

1. Keep attendance and record minutes of all Advisory Council, Cabinet and OEA-R Delegate Assembly meetings.
2. Be responsible for proper distribution of minutes.
3. Be responsible for maintaining records of OEA-R during his/her years of office. Records should be filed annually in the OEA-R files.
4. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.

Other responsibilities include, but not limited to:

- a. Serves as a member of the Advisory Council Cabinet;
- b. Assists in the biennial budget; and,
- c. Submits minutes by mail and/or electronically, for distribution to appropriate members within two (2) weeks following Advisory Council, Advisory Council Cabinet and OEA-R Delegate Assembly meetings.

OEA-R Job Description

**Immediate Past Chair/Historian**  
(Succession from Chair)

Guidelines Reference: Article VII Section I.4  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended:

The OEA-R Immediate Past Chair shall be a voting member on the Advisory Council.

In addition to the Advisory Council Member responsibilities, the Immediate Past Chair's duties are:

1. Attend all Advisory Council and Cabinet meetings.
2. Work with the Advisory Council members and/or the liaison upon request.
3. Maintain records and history of OEA-R.
4. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.

Other responsibilities include, but not limited to:

- a. Serves as a member of the Advisory Council Cabinet;
- b. Assists in the creation of the biennial budget;
- c. Serves as Historian preserving the yearly records as directed by the Division. They shall include:
  - i. Action Plan
  - ii. Advisory Council Agenda and Minutes
  - iii. Conference Flyers, Program & evaluation summaries
  - iv. Delegate Assembly Agendas and Minutes
  - v. OEA-R's Financial Reports, Budget, Financial Statements
  - vi. Grants (NEA)
  - vii. Guidelines
  - viii. OEA-R's newsletters (Newslines)
  - ix. Roster: Advisory Council & Committee members
  - x. Staff Liaison's Report,
  - xi. Other items deemed important to the history of the organization; and,
- d. File all records of the Division annually with the OEA-R Staff Liaison following the fiscal year, September 1<sup>st</sup> through August 31<sup>st</sup>.

OEA-R Job Description

**OEA-R Representative to OEA Board of Directors**

Guidelines Reference: Articles VII Section I.5  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended:

The OEA-R Representative to OEA Board of Directors shall be a voting member on the Advisory Council. When the position of OEA-R Representative to OEA Board of Directors becomes vacant, the vacancy shall be filled in accordance with OEA-R Guidelines and the OEA Constitution and By-Laws.

In addition to the Advisory Council Member responsibilities, the OEA-R Representative to the Board of Directors duties are:

1. Attend all Advisory Council and Cabinet meetings.
2. Present OEA-R concerns to the OEA Board of Directors as instructed by the Advisory Council, and report immediately to OEA-R officers the reactions by the OEA Board of Directors to OEA-R concerns.
3. Attend all OEA Board of Directors meetings.
4. Serve on one or more OEA Board of Directors sub-committee.
5. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.

Other responsibilities include, but not limited to:

- a. Serves as a member of the Advisory Council Cabinet;
- b. Assists in the biennial budget; and,
- c. Keeps the OEA-R Advisory Council and membership updated on issues and information related to OEA Board of Directors' work and directives.

OEA-R Job Description

**District Representative**

Guidelines Reference: Articles VII Section I.6  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2019

The OEA-R District Representative shall be a voting member on the Advisory Council. When the position of District Representative becomes vacant, the vacancy shall be filled in accordance with OEA-R Guidelines.

In addition to the Advisory Council Member responsibilities, a District Representative's duties are:

1. Attend all OEA-R Advisory Council meetings and represents interest of the district's membership.
2. Serve on one or more OEA-R Advisory Council Standing Committees.
3. Serve as a connecting link between the Advisory Council and their respective constituency.
4. Participate in Advisory Council activities/programs and/or find representatives from your constituency to participate.
5. Attend District Board of Directors meetings if appropriate.
6. Promote and encourage OEA-R membership enrollment and recruitment within the same constituency.
7. Assist with the organization and the continuing functions of the District and their respective constituency if appropriate.
8. Attend and help facilitate state, district and/or other constituency OEA-R meetings.
9. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend his/her own District Representative Assembly and attend OEA-R Delegate Assembly meetings

OEA-R Job Description

**Higher Education Representative**

Guidelines Reference: Article VII Section I.6  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2019

The OEA-R Higher Education representative shall be a voting member on the Advisory Council. When the position of Higher Education representative becomes vacant, the vacancy shall be filled in accordance with OEA-R Guidelines.

In addition to the Advisory Council Member responsibilities, the Higher Education Representative's duties are:

1. Attend all OEA-R Advisory Council meetings and represents interest of the higher education membership.
2. Serve on one or more OEA-R Advisory Council Standing Committees.
3. Serve as a connecting link between the Advisory Council and their respective constituency.
4. Participate in Advisory Council activities/programs and/or find representatives from your constituency to participate.
5. Attend Higher Education Division meetings if appropriate.
6. Promote and encourage OEA-R membership enrollment and recruitment within the same constituency.
7. Assist with the organization and the continuing functions of the Higher Education Division and their constituency if appropriate.
8. Attend and help facilitate state, district and/or other constituency OEA-R meetings.
9. Facilitates a network to keep higher education members apprised of OEA-R initiatives and concerns.
10. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend his/her own District Representative Assembly.

OEA-R Job Description

**At-Large Representative**

Guidelines Reference: Article VII Section I.6  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2019

The OEA-R At-Large Representative shall be a voting member on the Advisory Council. When the position of At-Large Representative becomes vacant, the vacancy shall be filled in accordance with OEA-R Guidelines.

In addition to the Advisory Council Member responsibilities, the At-Large Representative's duties are:

1. Attend all OEA-R Advisory Council meetings and represents interest of the district's membership.
2. Serve on one or more OEA-R Advisory Council Standing Committees.
3. Serve as a connecting link between the Advisory Council and the OEA-R members.
4. Participate in Advisory Council activities/programs and/or find representatives from your constituency to participate.
5. Attend District Board of Directors meetings if appropriate.
6. Promote and encourage OEA-R membership enrollment and recruitment within OEA-R.
7. Assist with the organization and the continuing functions of OEA-R.
8. Attend and help facilitate state, district and/or other constituency OEA-R meetings.
9. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend his/her own District Representative Assembly.



## OEA-R Job Description

**Education Support Professional Representative (ESP)**

Guidelines Reference: Article VII Section I.6  
Appendix Reference: A

Council Adopted: April 17, 2008  
Council Amended: December 5, 2019

The OEA-R ESP Representative shall be a voting member on the Advisory Council. When the position of Education Support Professional Representative (ESP) becomes vacant, the vacancy shall be filled in accordance with OEA-R Guidelines.

In addition to the Advisory Council Member responsibilities, the ESP Representative's duties are:

1. Attend all OEA-R Advisory Council meetings and represents interest of the ESP membership.
2. Serve on one or more OEA-R Advisory Council Standing Committees.
3. Serve as a connecting link between the Advisory Council and their respective constituency.
4. Participate in Advisory Council activities/programs and/or find representatives from your constituency to participate.
5. Attend ESP Department meetings if appropriate.
6. Promote and encourage OEA-R membership enrollment and recruitment within the same constituency.
7. Assist with the organization and the continuing functions of the ESP Department and their respective constituency if appropriate.
8. Attend and help facilitate state, district and/or other constituency OEA-R meetings.
9. Facilitates a network to keep ESP members apprised of OEA-R initiatives and concerns.
10. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend his/her own District Representative Assembly.

## OEA-R Job Description

**OEA-R Staff Liaison – Possible Draft 8.20.18, NEEDS REVIEWED**

Guidelines Reference:  
Appendix Reference:

Council Adopted: August 25, 2004  
Council Amended: May 5, 2009

Red indicates that the Staff Liaison should decide, negotiate whose responsibility the item is.

The OEA-R Staff Liaison assists the Advisory Council as a nonvoting member, in coordination of OEA-R activities to better facilitate the attainment of the goals of OEA-R.

**STANDARD OPERATING PROCEDURES  
OEA–RETIRED LIAISON POSITION**

- I. **OEA-R LIAISON** – A basic summary of the position.
  - A. Coordinate work/questions/requests between OEA-R members, Advisory Council, and OEA-R Officers with OEA Officers, Management, and Departments.
  - B. The OEA Departments that OEA-R mainly works with consist of: Membership; Communications; Governmental Services; Computer Services; Printing & Mailing; Accounting.
  - C. Any phone calls, mail, e-mail coming into OEA from OEA-R members or concerning retirement issues are directed to the liaison.
  - D. Coordinate work/questions/requests between OEA-R members, Advisory Council, and OEA-R Officers with NEA-R.
  - E. Any complaints that OEA-R members have concerning any part of OEA/NEA will be directed to the liaison.
  - F. These complaints will then be handled by either the liaison or by the appropriate person.
  
- II. **BUDGET** – A planned budget is developed by the Cabinet with input from the Advisory Council, adopted by the OEA-R Advisory Committee and approved by the OEA Board of Directors. It is a two-year budget cycle.
  - A. Budget
    1. Monitor the spending of the allocated monies in the OEA-R budget.
    2. Keep records, copies of receipts and vouchers that have been spent.
    3. Report any issues or concerns that may arise over the budget to the Secretary/Treasurer of OEA.
  
  - B. Expense Vouchers
    1. The liaison is responsible for handing out expense vouchers to advisory committee members, cabinet members, and delegates. Answer any questions the people may have concerning the vouchers and expenses.
    2. Receive all vouchers from advisory committee members, RA delegates, and cabinet members concerning covered expenses that are submitted to be reimbursed from the OEA-R budget.
    3. Code the expense items on the vouchers.
    4. Look over the vouchers and make sure the appropriate items are being submitted, check the total amount being requested, and make sure all receipts are attached to the voucher. Any issues with the voucher the liaison must call the person that filled out that particular voucher.
    5. Approve and sign the expense vouchers.
    6. Forward the expense vouchers to the Secretary/Treasurer of OEA for final approval. The vouchers will then be sent to accounting for the distribution of checks.

## OEA-R Staff Liaison Job Description (continued)

- III. MEETINGS** - Advisory Committee meetings – 4 over nights per year; Cabinet meetings – 3 over nights per year.
- A. The advisory committee meetings take place preceding the OEA-R Conference in September, the Fall RA in December, March, and the Spring RA in May.
  - B. The cabinet meetings are announced by the OEA-R Chair.
  - C. For these meetings the liaison is responsible for blocking rooms aside at a hotel, reserve the meeting room(s), and order meals if requested to do so. It is the responsibility of those attending these meetings to RSVP the liaison to know the count for meals and to call and reserve a room at the hotel.
  - D. Arrange for any meeting needs: copying of documents, printer, computer, easel, chart paper, markers, etc.
  - E. Notify OEA Departments, Governance, and/or management to meet with the Advisory Council. This is if the Advisory Council has specific questions. Also, managers and officers are informed of the time and location of the meetings so they can stop by if they would like.
  - F. The liaison may help assist in developing the agenda for these meetings.
- IV. OEA-R COMMUNICATIONS** -This consists of the OEA-R newsletter and the OEA-R website.
- A. OEA-R Newsletter
    1. Work with the OEA-R Newsletter Editor on any questions/concerns they might have in submitting the newsletter (4 issues per year).
    2. Write and submit articles to the Newsletter Editor.
    3. The editor will submit the Newsletter to the liaison for publication.
    4. The liaison will send the draft Newsletter to the Secretary/Treasurer of OEA to check the content.
    5. The liaison will proof the document for grammar and format.
    6. The liaison will coordinate with the Printing & Mailing Department to have the correct mailing labels and the copying of the Newsletter for mailing.
    7. From the submission of the Newsletter by the editor to when it is actually mailed out should take no longer than two weeks. It is the job of the liaison to oversee this process.
  - B. OEA-R Webpage
    1. Assist the OEA-R “Webmaster” (an OEA-R member) to help address computer, content issues, and other questions the person may have in this role
    2. Serve on the OEA web committee as the primary contact for the OEA-R webpage.
    3. Periodically check the website to ensure the content and look of the website is relevant, politically and organizationally correct, and timely.
- V. OEA-R MEMBERSHIP**
- A. Keep membership material in stock – OEA-R & NEA-R brochures; application and instruction forms; Pre-retired applications.
  - B. Update the material on an ongoing basis.
  - C. Each month membership sends to the liaison a list of newly retired, which comes from local associations’ treasurers. Send an application packet (items listed above, excluding the pre-retired application) to the people on the list.
  - D. Both OEA-R and NEA-R have periodic membership drives where each organization sends material out to designated current OEA members in order to join as a pre-retired member. The liaison’s role is to coordinate the process. This consists of sending the Chair’s letter to the potential member; working with the Membership Department to get labels of the people the mailing will go to; working with the Printing & Mailing Department on copying the pre-retired application packet and mailing them out to the targeted group. The applications will then be returned to the Membership Department. If it is a NEA-R membership drive, then the liaison will need to submit a count of the number of new members that have joined.

**OEA-R Staff Liaison Job Description (continued)**

- E. Any phone calls, e-mails, or mail relating to membership in OEA-R will be directed to the liaison. This will then be either answered by the liaison or passed onto the Membership Department.
- F. Any Membership Department activity that may affect OEA-R will be done through the liaison, i.e. special deals, membership cards, etc.

**VI. ELECTIONS** - Advisory Committee Elected members and Delegates for the Fall & Spring RAs (Ohio only). **ELECTRONIC VOTING HAS CHANGED THIS – NEEDS REVIEWED**

- A. OEA-R members interested in running for an elected advisory committee position or for a delegate slot at the Fall RA & Spring RA submit their name to OEA. Retired Declaration of Candidacy forms are due September 20 to the attention of the Secretary-Treasurer. NEA-Retired Delegate, Retired Rep on OEA Board of Directors, OEA-R Advisory Council, or OEA-R Officer Declaration of Candidacy forms are due February 15 (Governance).
- B. Ballots are mailed out to all OEA-R members (Governance).
- C. Ballots are returned and opened (Retired Liaison).
- D. The OEA-R Election Committee chairperson is notified of the time and date of the counting of the ballots (Retired Liaison).
- E. Ballots are counted (Retired Liaison in coordination with the OEA Computer Service Department using the ballot counting machine).
- F. The liaison supports the election chairperson and/or designated OEA-R member at the ballot counting.
- G. The tabulated results are given to Governance (Retired Liaison).
- H. Candidates are notified about the results of their respective elections (Governance).

**VII. DELEGATE ASSEMBLY** - The day before the Fall RA & Spring RA – OEA-R only.

- A. The liaison will need a list of the delegates and alternates that were elected to that Fall/Spring RA.
- B. A letter will be sent out to all delegates and alternates with details of reserving a hotel room, the reimbursement for expenses, and the time and location of the retired Delegate Assembly.
- C. The Delegate Assemblies are held in the State Teacher's Retirement building. Coordinate with staff at STRS in terms of reserving the large conference room; arrange the type and number of lunches; have the needed presentation equipment available for the speakers; provide a head-count of the number of people that will be attending the Delegate Assembly.
- D. Inform OEA management and officers of the time and location of the retired Delegate Assembly.
- E. Arrange for any meeting needs: copying of documents, computer, printer, easel, chart paper, markers, etc.
- F. Pass out expense vouchers to the delegates and answer any pertinent questions they may have.

**VIII. OEA-R CONFERENCE** - A 1-day drive-in fall conference

- A. Assist in the development of the conference program.
- B. If the speaker is coming to the conference from out of town coordinate with the hotel and travel arrangements of the speaker if needed.
- C. Write or assist in writing an informational piece describing the conference. Include a reservation form to be sent back to the liaison. These items will be placed in the OEA-R newsletter, Ohio Schools magazine, and on the OEA-R website.
- D. Inform OEA staff, management, and officers of the conference.
- E. Collect the money checks for the conference and submit to accounting.
- F. Write-up and mail a confirmation letter to people that signed up for the conference. The letter will have the date, site, time, location, a map to the STRS building, and where to park.
- G. The conferences are held in the State Teacher's Retirement building. Coordinate with staff at STRS in terms of reserving the large conference room; arrange the type and number of lunches; have the needed presentation equipment available for the speakers; provide a head-

**OEA-R Staff Liaison Job Description (continued)**

count of the number of people that will be attending the conference.

- H. Coordinate with STRS to have a greeting table outside the conference room that will be staffed with OEA-R members. Make sure the table has names tags, a list of people attending the conference, and programs for the conference. If wanted, have a program of the conference.
- I. Arrange for any meeting needs: copying of documents, computer, printer, easel, chart paper, markers, etc.
- J. Trouble-shoot problems as they arise.

**IX. NEA-R**

- A. Serve as the liaison between NEA & NEA-R and OEA & OEA-R concerning retiree issues.
- B. Work with NEA Member Benefits to send out pertinent information.
- C. Work with NEA-R staff on issues relating to retiree issues.
- D. Receive and pass on information from NEA & NEA-R, both mail and electronically, to OEA & OEA-R Advisory Committee members.
- E. Encourage OEA-R members to submit articles to the editor of NEA-R Active Life magazine.
- F. Attend NEA-R state liaison meetings.
- G. Attend the NEA-R East Regional Conference.

**X. GRANTS** – OEA-R members can apply for NEA grants to do projects that focus on building the OEA-R organization.

- A. The liaison acts as a pass through in terms of submitting the grant to NEA from the OEA-R member(s) that wrote the grant. The liaison could also assist in writing, formatting, and proofing the grant application.
- B. Keep track of the money awarded by NEA. The liaison assists in tracking the originally approved budgeted grant money.
- C. Answers questions concerning the grant process.
- D. Assists in creating an action plan in terms of carrying out the grant process – timeline.
- E. The liaison submits the final report to NEA once the grant project is completed. The final report is written by the OEA-R member(s) that applied for the grant. The liaison could assist in writing, formatting and proofing the final report.

## OEA-R Job Description

**OEA-R Staff Liaison Assistant – Possible Draft 8.20.18, NEEDS REVIEWED**

Guidelines Reference:  
Appendix Reference:

Council Adopted:  
Council Amended:

Red indicates that the Staff Liaison should decide, negotiate whose responsibility the item is.

The OEA-R Staff Liaison assists the Advisory Council as a nonvoting member, in coordination of OEA-R activities to better facilitate the attainment of the goals of OEA-R.

**STANDARD OPERATING PROCEDURES  
OEA-RETIREE LIAISON POSITION**

- I. OEA-R STAFF LIAISON ASSISTANT** – A basic summary of the position.  
A.
- II. BUDGET** – A planned budget is developed by the Cabinet with input from the Advisory Council, adopted by the OEA-R Advisory Committee and approved by the OEA Board of Directors. It is a two-year budget cycle.

**OEA-R Staff Liaison Job Description (continued)**

- A. Budget  
B. Expense Vouchers
- III. MEETINGS** - Advisory Committee meetings – 4 over nights per year; Cabinet meetings – 3 over nights per year.  
A.
- IV. OEA-R COMMUNICATIONS** -This consists of the OEA-R newsletter and the OEA-R website.  
A. OEA-R Newsletter  
B. OEA-R Webpage
- V. OEA-R MEMBERSHIP**  
A.
- VI. ELECTIONS** - Advisory Committee Elected members and Delegates for the Fall & Spring RAs (Ohio only). **ELECTRONIC VOTING HAS CHANGED THIS – NEEDS REVIEWED**  
A.
- VII. DELEGATE ASSEMBLY** - The day before the Fall RA & Spring RA – OEA-R only.  
A.
- VIII. OEA-R CONFERENCE** - A 1-day drive-in fall conference  
A.
- IX. NEA-R**  
A.
- X. GRANTS** - OEA-R members can apply for NEA grants to do projects that focus on building the OEA-R organization.  
A.

## OEA-R Job Description

**Auditors**

Guidelines Reference:

:

Council Adopted: March 7, 2013

Advisory Council Amended:

The OEA-R Auditors (3) shall be current members of the Advisory Council. Auditors will be appointed annually by the Chair with the approval of the Advisory Council.

The Auditors shall have the following duties:

1. Audit all OEA-R revenue generated financial records at the end of the fiscal year;
2. Oversee all other such auditing activities as necessary;
3. Ensure that IRS Form 990 is completed annually; and,
4. Ensure corrective action regarding the financial records are taken when necessary.

OEA-R Job Description

**Newsletter Editor**

Guidelines Reference: Article VIII Section B.1  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended: December 5, 2013

The OEA-R Newsletter Editor shall serve on the Advisory Council *as a non-voting member*. When the position of newsletter editor becomes vacant, the Chair with the approval of the Advisory Council shall make an appointment to fill the vacancy. The editor's position is a volunteer position; there is no remuneration. However, OEA-R pays for printing and mailing of the newsletter and provides a small budget for miscellaneous expenses.

The OEA-R newsletter is its official publication and is published at quarterly intervals.

In addition to the Advisory Council Member responsibilities, the Newsletter Editor's duties are:

1. Attend all Advisory Council meetings;
2. Chair the Communications and Public Relations Standing Committee of the Advisory Council;
3. Prepare the Newsletter for printing and distribution by OEA staff;
4. Utilize the newsletter to:
  - a. Provide notification to members of elections, appointments, and results of elections, and,
  - b. Provide notification to members of all OEA-R meetings, conferences and activities.; and,
5. Be responsible for regular articles and notices to Ohio Schools about OEA-R.

Other responsibilities include, but not limited to:

- a. Production of no more than four issues of the Newsletter each year;
- b. Selection of high-quality articles for timely publication;
- c. Communication with the authors of newsletter articles;
- d. Coordination of the input, layout, design, and proof-reading for each issue; and
- e. Collaboration with the Communications/Public Relations Committee in selecting content ideas.

Qualifications for the position of include:

- a. Commitment to the mission of OEA-R;
- b. Active membership in OEA-R;
- c. Experience as a published author (preferred);
- d. Interest and skill in editing news articles and other academic writing; and
- e. Commitment to a high-quality product.



OEA-R Job Description

**Webmaster**

Guidelines Reference: Article VIII Sections A.1 & B.2  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended: December 5, 2013  
December 5, 2019

When the position of Webmaster becomes vacant, the Chair with the approval of the Advisory Council shall make an appointment to fill the vacancy. The webmaster is a non-voting position on the Advisory Council.

The Webmaster's duties are:

1. Serve as a member of the Communication Committee;
2. Updates Advisory Council membership, the OEA-R calendar, organizational structure, OEA-R Guidelines, membership application, and Action Plan goals annually;
3. Updates pages in a timely manner as needed throughout the year based upon submission of items from the Chair, Advisory Council Members, Representatives to OEA Committees, and OEA-R Staff Liaison;
4. Communicates with OEA to address concerns about existing capabilities and investigate enhancements to format the Web Pages;
5. Communicates to the Advisory Council capabilities and needs for an effective Website;
6. Maintains the OEA-R presence on Facebook;
7. Archives files on the intranet; and,
8. Develops and maintains an Advisory Council only section on the OEA-R website.

Qualifications for the position include:

- a. Commitment to the mission of OEA-R;
- b. Active membership in OEA-R;
- c. Experience as a web page developer (preferred);
- d. Interest and skills for development of a plan to update the web page in a timely manner; and
- e. Commitment to a high-quality product.

**OEA-R Job Description****OEA-R Representatives to OEA Standing Committees**

Guidelines Reference: Article VIII Section C.3  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended: December 5, 2013

The OEA-R Representatives to OEA Standing Committees shall be recommended by the Advisory Council. When the position of an OEA-R Representative to an OEA committee becomes vacant, the Chair with the approval of the Advisory Council shall make a recommendation to fill the vacancy.

OEA-R Representatives to OEA Standing Committees shall have the following duties:

1. Serve as the OEA-R Representative to the OEA Committee and represent the interest of OEA-R;
2. Attend all meetings of the OEA committee and represent the interests of the OEA-R;
3. Submit written reports to the Advisory Council Chair and Webmaster within 2 weeks of the meeting attended; and,
4. Written reports may also be submitted to the OEA-R Delegate Assembly or be included in the OEA-newsletter.

## OEA-R Job Description

**OEA-R STRS Observer & SERS Observer**

Guidelines Reference:  
Appendix Reference:

Council Adopted: September 23, 2009  
Council Amended: March 7, 2013  
December 2, 2015

The Chair with the approval of the Advisory Council may make the appointment to fill the position(s) of the STRS Observer and SERS Observer.

The OEA-R STRS Observer and SERS Observer shall have the following duties:

1. Distribute email reports to the general OEA-R membership via the list-serve and for the web page after each board meeting;
2. Report to the Advisory Council at each Advisory Council;
3. A regular report shall be submitted for the OEA-R newsletter;
4. Additional information may be provided to the Advisory Council in a timely fashion; and,
5. Observers will make a reasonable attempt to find a substitute if they are unable to attend their respective Board.

OEA-R Committee Job Description

**Advisory Council Cabinet**

Guidelines Reference: Articles VII I.7  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended:

The Advisory Council Cabinet chairperson is the Chair. In the event of his/her absence, the Vice-Chair shall chair the Advisory Council Cabinet. The Chair, Vice-Chair, Immediate Past Chair, Secretary, OEA-R Representative to the OEA Board of Directors, and OEA Retired Liaison shall serve on the Advisory Council Cabinet. The OEA-R Staff Liaison will provide guidance and assistance to the cabinet.

The Advisory Council Cabinet shall be responsible for:

- 1 Acting for OEA-R between Advisory Council meetings.
2. Developing a proposed biennial Budget.
- 3 Considering and presenting issues to the Advisory Council.
4. Reviewing Affiliation requests.
5. Preparing recommendations to OEA Committees and the Fund for Children and Public Education State Council.
6. Preparing recommendations for representatives to OEA, NEA and NEA-R committees and other appointive positions.
7. Reporting all actions to the full Advisory Council.
8. Aligning the Cabinet's goals with the adopted OEA-R Action Plan format.

Other responsibilities include, but not limited to:

- a. Adhering to the OEA-R Guidelines, policies and procedures outlined through the division status with OEA;
- b. Providing fiscal direction and accountability for the funds of the division;
- c. Attending to the collection and analysis of membership input in making decisions for the Division;
- d. Developing and implementing an Action Plan for the Cabinet;
- e. Overseeing the Action Planning process for the Division;
- f. Overseeing the implementation of the Action Plan; and,
- g. Meeting as necessary to conduct essential business between meetings of the Advisory Council.

OEA-R Committee Job Description

**Communications/Public Relations Committee**

Guidelines Reference: Article IX Section A.1 & C.1  
Appendix Reference:

Council Approved: April 17, 2008  
Council Amended: December 5, 2013  
December 5, 2019

The Communications/Public Relations Committee Chairperson is the Newsletter Editor. The Webmaster, and other interested members as appointed by the Chair will serve on the Communications/Public Relations Committee. The OEA-R Staff Liaison will provide guidance and assistance to the committee. The Committee will develop their working guidelines.

The Communications/Public Relations Committee shall be responsible for:

1. Submitting articles and information for the newsletter;
2. Recommending articles for Ohio Schools;
3. Prepare annually the OEA-R article for Ohio Schools' August issue.
4. Staffing the table at the OEA Representative Assembly with the assistance of other OEA-R members;
5. Coordinating and assisting the awards process with presentations at the Spring Delegate Assembly; and,
6. Aligning the committee's goals with the adopted OEA-R Action Plan format.

Other responsibilities include, but not limited to:

- a. Developing annual goals for the committee;
- b. Identifying target audiences and conduct periodic surveys;
- c. Determining survey targets and items;
- d. Soliciting information for OEA-R publications;
- e. Assisting in composition and distribution of *OEA-R and NEA-R* publications and assist in public relations;
- f. Assisting in all matters pertaining to the unrestricted flow of communications among OEA-R members; district retired associations and OEA;
- g. Reporting all actions of the committee to the OEA-R Chair and to the Advisory Council at each meeting;
- h. Developing and implementing an Action Plan for the Communications/Public Relations Committee; and,
- i. Selling OEA-R related items.

OEA-R Committee Job Description

**Membership/Guidelines Committee**

Guidelines Reference: Article IX Sections A.2 & C.2  
Appendix Reference:

Council Adopted: October 5, 2006  
Council Amended: September 23, 2009  
December 5, 2019

The OEA-R Membership/Guidelines Chairperson is appointed by the Chair with the approval of the Advisory Council. Other interested members as appointed by the Chair will serve on the Membership/Guidelines Committee. The OEA-R Staff Liaison will provide guidance and assistance to the committee. The committee will develop their working guidelines.

The Membership/Guidelines Committee shall be responsible for:

1. Providing a continuous renewal of the organization by sustaining diverse OEA-R membership among retired and pre-retired and such other classes as may be found in the Guidelines;
2. Developing and updating membership promotional materials to be used in membership recruitment;
3. Designing and reviewing membership recruitment activities;
4. Planning and coordinating annual membership drives;
5. Suggesting and/or providing needed revisions of the OEA-R Guidelines to the Advisory Council;
6. Assisting the Advisory Council Cabinet in reviewing the Constitution and/or Guidelines of Districts to assure they meet approved standards consistent with OEA-R;
7. Reviewing Guidelines and elections rules for a compliance with OEA documents and fulfillment of the needs of OEA-R. All OEA-R elections shall be conducted in accordance with the OEA Elections Manual and all challenges or protests shall be handled accordingly; and,
8. Aligning the committee's goals with the adopted OEA-R Action Plan format.

Other responsibilities include, but not limited to:

- a. Reporting all actions of the committee to the OEA-R Chair and to the Advisory Council at each meeting; and,
- b. Developing and implementing an Action Plan for the Membership/Guidelines Committee.

OEA-R Committee Job Description

**Program/Services Committee**

Guidelines Reference: Article IX Sections A.3 & C.3  
Appendix Reference:

Council Adopted: November 30, 2006  
Council Amended: September 23, 2009

The OEA-R Program/Services Committee Chairperson is the Vice-Chair. Other interested members as appointed by the Chair will serve on the Program/Services Committee. The OEA-R Staff Liaison will provide guidance and assistance to the committee. The committee will develop their working guidelines.

The Program/Services Committee shall be responsible for:

1. Planning annual conference and other programs with the aid of OEA staff;
2. Performing other assignments related to district/state/national programs; and,
3. Aligning the committee's goals with the adopted OEA-R Action Plan format.

Other responsibilities include, but not limited to:

- a. Conducting regular assessments and surveys to guide programs that meet the needs of the OEA-R's membership;
- b. Seeking out and promoting exemplary programs and presenters;
- c. Conducting timely, relevant, well-organized conferences;
- d. Proposing estimated budgets for future conferences and workshops;
- e. Coordinating programs with other committees;
- f. Providing timely information to the Communications/Public Relations Committee for all publications;
- g. Reporting all actions of the committee to the OEA-R Chair and to the Advisory Council at each meeting; and,
- h. Developing and implementing an Action Plan for the Program/Services Committee.

OEA-R Committee Job Description

**Legislative/OEA-FCPE Committee**

Guidelines Reference: Article IX A.4 & C.4  
Appendix Reference:

Council Adopted: April 17, 2008  
Council Amended:

The OEA-R Representative to the OEA Legislative Committee and the OEA-R Representative to the OEA-FCPE State Council are the co-chairs of the Legislative/OEA-FCPE Committee. Other interested members as appointed by the Chair will serve on the Legislative/OEA-FCPE Committee. The OEA-R Staff Liaison will provide guidance and assistance to the committee. The Committee will develop their working guidelines.

The Legislative/OEA-R FCPE Committee shall be responsible for:

1. Working with OEA Vice-Chair, OEA Legislative Committee and Governmental Services staff to promote OEA Legislative Agenda (including retirement issues);
2. Coordinating Member Lobby Days;
3. Conducting OEA Fund for Children and Public Education fund raisers at the Delegate Assemblies and provide opportunities at all OEA-R sponsored events;
4. Developing contacts and communicating with Association leaders to obtain Retired members' position(s) on the OEA House and Senate District Committees and Congressional Contact Teams;
5. Assisting Advisory Council members and their constituents in identifying and communicating with State and Congressional Representatives from their OEA District area; and
6. Aligning the committee's goals with the adopted OEA-R Action Plan format.

Other responsibilities include, but not limited to:

- a. Developing strategies for supporting political issues;
- b. Networking /collaborating with other organizations within the state of Ohio on key issues.
- c. Reporting all actions of the committee to the OEA-R Chair and to the Advisory Council at each meeting; and,
- d. Developing and implementing an Action Plan for the Legislative/FCPE Committee.



## OEA-R Committee Job Description

**Audit Committee**

Guidelines Reference:  
Appendix Reference:

Council Adopted: March 7, 2013  
Council Amended: December 5, 2019

The Audit Committee shall be composed of three Advisory Council members. At the September OEA-R Advisory Council meeting, the OEA-R Chair with the approval of the Advisory Council shall make the appointments to the Audit committee. When a position on the Audit committee becomes vacant, the Chair with the approval of the Advisory Council shall make an appointment of an interested person to fill the vacancy.

The Audit committee shall be responsible for:

1. Auditing the financial records semiannually (final, fall, and interim, spring) reporting to the Delegate Assembly;
2. Auditing all financial records at the end of the fiscal year; and,
3. Overseeing such auditing activities as necessary.

OEA-R Committee Job Description

**Intra Professional Political Action (IPPA) Committee**  
(Formerly the OEA-R Internal Screening Committee)

Guidelines Reference:  
Appendix Reference:

Council Adopted: November 29, 2018  
Council Amended:

The purpose of the Intra Professional Political Action (IPPA) Committee is the screening of candidates for OEA offices. There shall be a five member IPPA Committee composed of one representative from each of the five original OEA Regions\*. The Committee Chair is the OEA-R FCPE Representative and will represent his/her own region. At the September OEA-R Advisory Council meeting, the OEA-R Chair, with the approval of the OEA-R Advisory Council, will fill any vacancies on the OEA-R IPPA Committee by assuring this representation. Committee membership shall be continuous until a member resigns, is term limited, becomes an OEA-R officer, or the FCPE Representative is from that Region and replaces a member.

The IPPA Committee shall be responsible for:

1. Following the adopted IPPA procedures;
2. Developing and presenting to the OEA-R Advisory Council for approval each September a set of questions to be used for OEA candidate screening(s) during that year. Questions are to be reviewed annually;
3. Securing a list of all candidates for OEA office and conducting screenings as per the IPPA screening procedures; and,
4. Reporting results, including recommendations (if appropriate), of the IPPA Screenings to the Advisory Council for discussion and to the Delegate Assembly for final action.

* Region 1	Capital and Central
Region 2	ECOEA, EOEa, and SEOEA
Region 3	NEOEa
Region 4	NCOEA and NWOEA
Region 5	SWOEA and WOEa

# Section 4



## Agendas and Minutes

**AGENDAS AND MINUTES**  
**TABLE OF CONTENT**

- A. Advisory Council Meeting Records
- B. Delegate Assembly Meeting Records

**Advisory Council Meeting Records**  
**TABLE OF CONTENT**

AGENDAS

MINUTES

BUDGET - September

FINANCIAL REPORTS - Summary Reports,  
December & May

BOARD OF DIRECTOR'S REPORT

STAFF LIAISON'S REPORTS

# **Delegate Assembly Meeting Records**

## **TABLE OF CONTENT**

AGENDAS

MINUTES

BUDGET – September

FINANCIAL REPORTS - Summary Reports,  
December & May

Delegate Assembly Procedures and Forms  
Delegate Assembly Standing Rules

Delegate Assembly Related Materials  
Delegate Assembly Planning Guide



# Delegate Assembly Procedures and Administrative Forms

OEA-R Delegate Assembly Standing Rules



## Delegate Assembly Related Materials

### *Delegate Assembly Agenda Planning Guide*

Sample Delegate Assembly Agenda page 1

Sample OEA-R Standing Committee page 2

OEA Standing Committee (C&B Listing)

Sample Delegate Assembly Evaluation

Sample Chair's **Fall** letter to delegates

Sample Chair's **Spring** letter to delegates

Letters to participants, speakers & candidates



# Section 5



## Committees

# COMMITTEES

## TABLE OF CONTENT

- A. CABINET *PROCEDURES* &  
ADMINISTRATIVE FORMS AND RELATED  
MATERIALS
  
- B. COMMUNICATIONS/PUBLIC RELATIONS  
*PROCEDURES* & ADMINISTRATIVE FORMS  
AND RELATED MATERIALS
  
- C. MEMBERSHIP/GUIDELINES *PROCEDURES*  
& ADMINISTRATIVE FORMS AND  
RELATED MATERIALS
  
- D. PROGRAM/SERVICES COMMITTEE  
*PROCEDURES* & ADMINISTRATIVE FORMS  
AND RELATED MATERIALS
  
- E. LEGISLATIVE/FCPE *PROCEDURES* &  
ADMINISTRATIVE FORMS AND RELATED  
MATERIALS



Cabinet  
*Procedures and Administrative Forms*

OEA-R Procedures

*Action Planning Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: September 23, 2009  
Council Amended: September 13, 2017

- I.     **Subject:** Establishing procedures for Action Planning
- II.    **Purpose:** To establish the procedures for reviewing and updating the OEA-R Action Plan
- III.   **Responsibility of:** The Advisory Council Cabinet and each OEA-R Standing Committee
- IV.    **Procedures:**
  - A. An Action Plan related to the OEA-R Mission and Purpose shall be created every three (3) years. It will be reviewed, and the data collected annually by the Advisory Council at their March meeting.
  - B. The Advisory Council shall establish goals and action steps in accordance with the Action Plan at the March Advisory Council meeting.
  - C. The Advisory Council shall adopt and implement a biennial budget consistent with the Action Plan to be ratified by the Advisory Council at either their May or September meeting.
- V.     **Administrative Form**
  - A. OEA-R Action Plan Form

<i>OEA-R Procedures</i>	
<i>Advisory Council Assessment Procedure and Forms</i>	
Guidelines Reference:	Council Adopted: September 23, 2009
Appendix Reference:	Council Amended: May 8, 2014

- I. **Subject:** Conducting the Assessment Process of the OEA-R Advisory Council
- II. **Purpose:** To establish the procedures for assessing the OEA-R Advisory Council.
- III. **Responsibility:** The Chair with the input of the Advisory Council.
- IV. **Procedures:** The survey could be done at the last Advisory Council’s meeting as a part of end-of-the-year assessment. Each of the questions could be discussed by the Advisory Council as a whole, with a focus on two points: How are we doing? What can we do to improve?

<u>Timeline</u>	<u>Actions</u>
September Advisory Council Meeting	The Chair will review the assessment process with the Advisory Council.
Four (4) weeks prior to the March Advisory Meeting (February)	The Chair will send the Advisory Council assessment form four (4) weeks prior to the March Advisory Council meeting for members to complete and return the assessment directly to the Chair <i>no later than two (2) weeks prior to the March meeting.</i>
Two (2) prior to the March Advisory Council meeting (February)	The Chair will compile a summative assessment to be shared with the Advisory Council.
March Advisory Council Meeting	The Chair will report on the assessment results, and perhaps make necessary recommendations for revised committee Action Plans.

- V. **Administrative Forms**
  - A. Advisory Council Assessment Form



Advisory Council Assessment (continued)

5. Looking to the future, what would you like to contribute to the Advisory Council (be as specific as possible)?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
6. What obstacles stand in your way? And/or what resources do you need to make that happen?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
7. How do you advocate and promote OEA-R in your district?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
8. Additional comments:

*OEA-R Procedures*

*Advisory Council Mentor-Mentee Procedures*

Constitution Reference:  
Appendix Reference:

Council: September 11, 2012  
Council Amendment: March 1, 2013

- I. **Subject:** Establishing Advisory Council mentor/mentee procedures
- II. **Purpose:** To prepare the new Advisory Council members for service to the council.
- III. **Responsibility:** The Chair.
- IV. **Procedures:** All mentors must be an Advisory Council member for two years. The Chair will appoint the mentors.

Following the new member orientation all mentors may decide to assist new Advisory Council members by:

- A. Discussing the orientation session and answering questions;
- B. Orientating the new member to the Guidelines, organizational structure, policies, procedures and committee goals;
- C. Supporting the new member in carrying out assigned job responsibilities;
- D. Preparing the new member for Advisory Council and committee meetings;
- E. Encouraging the new member to be an ambassador of OEA, encouraging new membership, supporting goals and issues and promoting programs; and,
- F. Assisting in any other duties that will promote the purposes of OEA-R.



*OEA-R Procedures*

*Agenda Item Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: May 7, 2009  
Council Amended:

- I. **Subject:** Identifying possible Agenda Items
- II. **Purpose:** To establish procedures for identifying possible agenda items.
- III. **Responsibility of:** The Chair
- IV. **Procedures:** An Agenda, established by the Chair in consultation with the Advisory Council Cabinet, shall be distributed 10 days in advance to members of the Advisory Council.

**Timelines**

**Actions**

- |  |  |
|--|--|
| A. Regular agenda items shall include: | <ul style="list-style-type: none"> <li>1. Approval of Minutes</li> <li>2. Financial Report</li> <li>3. Chair's Report</li> <li>4. OEA-R Staff Liaison's Report</li> <li>5. Committee Reports</li> </ul>  |
| B. May through December                | Impact of Strategic Budget Procedures  |
| C. September Agenda shall include:     | <ul style="list-style-type: none"> <li>1. New Advisory Council Member Orientation</li> <li>2. Presentation of Budget proposals/modifications</li> <li>3. Update committee membership</li> <li>4. Action Plan Review and Update</li> <li>5. Begin implementation of annual goals</li> </ul> |
| D. Fall Delegate Assembly              | OEA-R Fall Delegate Assembly Meeting <ul style="list-style-type: none"> <li>1. Legislative Committee Report</li> <li>2. Proposed new business items</li> <li>3. Other items identified by the Advisory Council</li> </ul>  |
| E. Spring Advisory Council             | <ul style="list-style-type: none"> <li>1. Formulate changes of Annual Goals</li> <li>2. Committees shall report on the progress of implementing the Action Plan.</li> </ul>  |
| F. Spring Delegate Assembly            | OEA-R Spring Delegate Assembly Meeting <ul style="list-style-type: none"> <li>1. Resolutions Committee Report</li> <li>2. Proposed new business items</li> <li>3. Other items identified by the Advisory Council</li> <li>4. Recognition of Advisory Council members</li> </ul>            |

*OEA-R Procedures*

*Audit Committee Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: March 7, 2013  
Council Amended: September 13, 2017

- I. **Subject:** Establishing Audit Committee procedures
- II. **Purpose:** To establish auditing procedures
- III. **Responsibility of:** The Chair with the approval of the Advisory Council.
- IV. **Procedures:** The Audit Committee shall have the following functions:
  - A. Review documentation of revenue and expenditures, records of financial transactions, source records of revenue and expenditures, and other documentation for accuracy and completeness in accounting and reporting.
  - B. Report on Audit Committee action to the Advisory Council for their consideration and then forward to the Delegate Assembly.
  - C. Ensure corrective action regarding the financial records is taken when necessary.
  - D. Ensure that audit records (including any findings) remain a part of the OEA-R official files or the intranet for three years.
- V. **Administrative Forms:**
  - A. OEA-R Audit Guidelines
  - B. OEA-R Advisory Council Checking Account Audit Report Form

## OEA-R Audit Guidelines

The Audit Committee may utilize the following “OEA-R Audit Documentation” table as a guide in conducting the audit.

An audit provides the highest level of assurance that an organization’s financial statements are fairly presented and free of misstatements. Boards of nonprofit organizations, such as OEA-R, may seek reassurance that the financial information they are considering as part of their oversight function is accurate and complete. An audit may also be desirable to protect new members joining the Advisory Council from liability for any fraudulent activities that may have occurred prior to their appointment.

This guide should help the Advisory Council control financial activities until they reach the stage when a professional audit is **required**. It will also emphasize the importance of internal controls safeguarding the assets of the nonprofit organization. The Advisory Council Handbook also permits OEA Business Services staff to conduct an audit of the division, which examines the generate, business and oversight functions of the Advisory Council. Such an audit could include functionality issues in addition to the traditional fiscal audit.

In carrying out its oversight responsibilities, the Advisory Council should regularly conduct a financial audit that documents the Advisory Council’s revenue and expenditures are being responsibly managed as good stewards of the division’s resources. This can be done through an internal audit committee appointed by the Advisory Council. The audit committee should consist of three or more division members who have no financial function on the Advisory Council. It is reasonable for the chief financial officer, (OEA Business Services) to provide staff support to the audit committee but not serve as a member of the audit committee.

The audit committee should guarantee that an adequate internal control mechanism is in place to ensure that the organization is:

- Using generally accepted accounting methods;
- Complying with applicable laws and regulations;
- Providing reliable financial information; and
- Operating effectively and efficiently.

More specifically, the internal audit committee should verify the following:

### **Cash**

- Ensure that all checks and cash are deposited to the OEA-R account on a timely basis.
- Examine copies of checks, noting whether the payee is appropriate for the nature of the expenditure, and whether the expenditure is reasonable.
- Perform a general review of all bank statements for the year for any transactions that appear unusual.
- Ascertain that bank reconciliations are prepared monthly.

### **General**

- Confirm that an annual budget is prepared each year.
- Compare actual expenditures to the budget for the year and be able to explain any significant variances.
- Compare selected original source documents to compiled documents for accuracy and completeness
- Compare financial documents from the current year to those from previous year for reasonableness.

Sources used to compile these guidelines include *Audit Guide for Small Nonprofit Organizations* as published by the Virginia Society of Certified Public Accountants and ASCD’s *Affiliate Board Leadership Handbook*.

## OEA-Retired Advisory Council Checking Account

**Audit Report As of:** \_\_\_\_\_

**Audit Fiscal Year:** \_\_\_\_\_

**REVENUES:**

Forward Balance:	\$	
Fall RA Baskets:		
Districts	\$	
Delegate Assembly	\$	
Spring RA Baskets:		
Districts	\$	
Delegate Assembly	\$	
Savings:		
<b>TOTAL REVENUES:</b>		\$

**EXPENSES:**

Fall RA Baskets:		
Districts	\$	
Delegate Assembly	\$	
Spring RA Baskets:		
Districts	\$	
Delegate Assembly	\$	
Crisis Fund:		
_____	\$	
Promotional Materials:		
Table candy	\$	
Gas Cards (#)		\$
Service Awards:	\$	
<b>TOTAL EXPENSES:</b>		\$
<b>Forward Balance 20__-20__:</b>		\$

**Audit Committee Report:**

Rev. 3-2-17

<p><i>OEA-R Procedures</i></p> <p><i>Calendar Procedures</i></p>
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Guidelines Reference:  
Appendix Reference:

Council Adopted: May 7, 2009  
Council Amended:

- I. **Subject:** Establishing meetings of the Advisory Council, the Fall Conference, and the OEA-R Fall and Spring Delegate Assemblies.
- II. **Purpose:** To establish the procedure for scheduling the four required meetings.
- III. **Responsibility of:** The Chair in consultation with the OEA-R Staff Liaison
- IV. **Procedures:**
  - A. The Chair in consultation with the OEA-R Staff Liaison shall determine the time and place of the meetings before the February/March meeting.
  - B. The Chair will announce the meetings to the Advisory Council members at the last Advisory Council meeting of the year.

July 15th	New officers and Advisory Council members take office
September 20th	OEA-RA Delegate Declaration of Candidacy forms due
September/October	New Advisory Council Member Orientation held in conjunction with the first Advisory Council meeting and the OEA-R Fall Conference.
October	OEA-RA Delegate Elections
November/December	Advisory Council Meeting in conjunction with OEA-R Delegate Assembly and OEA's Fall Representative Assembly
February 15th	Advisory Council & NEA-RA Delegate Candidacy forms due
February/March	Advisory Council Meeting
March	Advisory Council & NEA-RA Delegate Elections
March/April	NEA Leadership Summit/NEA-Retired Conference
April/May	Advisory Council Meeting in conjunction with OEA-R Delegate Assembly and OEA's Spring Representative Assembly
Spring	OEA-R Spring Conference
June/July	NEA-R Annual Meeting/NEA Representative Assembly

*OEA-R Procedures*

*Co-sponsorship of Planned Program Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: September 11, 2012  
Council Amended: March 7, 2013

- I. **Subject:** Establishing procedures for a Co-sponsorship of a Planned Program
- II. **Purpose:** To establish procedures for co-sponsoring a planned program
- III. **Responsibility of:** The Cabinet
- IV. **Procedures:** The Cabinet will establish procedures for any planned program.

A co-sponsorship proposal of a planned program shall be reviewed by the Advisory Council upon the recommendation of the Cabinet and may include one or more of the following:

- A. Planning costs and profits will be shared by the organizations as established by the joining members of the planning groups.
- B. A contract outlining all responsibilities of the co-sponsorship will be developed by the Staff Liaison and the OEA-R Chair and its contents agreed to by a vote of the Advisory Council.
- C. Program planning will be undertaken in collaboration with the sponsoring organization(s).
- D. Citation as a co-sponsor on the program brochure will reflect endorsement of the activity.
- E. Publication of the planned program to OEA-R members will be done in the OEA-R newsletter, mailings and other communications channels.
- F. Development and mailing of a brochure and/or other forms of communication will be done jointly with the cooperating Organization(s).
- G. OEA-R will do its own membership mailing notification for the planned program.
- H. Sharing of expenses and revenue will be specified, in a detailed written Agreement as alluded to in Section B (above) between the cooperating organizations(s).
- I. The fiscal agent will provide financial reports to each organization participating in the co-sponsorship in a timely manner

*OEA-R Procedures*

*Document Preservation Procedures*

Guidelines Reference:

Council Adopted: May 7, 2009

Appendix Reference:

Council Amended: May 8, 2014

September 13, 2017

- I. **Subject:** Preserving documents of the OEA-R
- II. **Purpose:** To identify the Division's responsibility to preserve and destroy documents relating to its history
- III. **Responsibility of:** The Historian and the OEA-R Staff Liaison
- IV. **Procedures:** Annually at the conclusion of the membership/fiscal year, the Historian shall file the previous year's history and destroy/discard those program materials that are no longer timely.

**V. Timeline for Document Preservation:**

Advisory Council Minutes – if no Minutes, keep Agendas	Permanently and/or electronically
Delegate Assembly Minutes – if no Minutes keep Agenda	Permanently and/or electronically
NEA Grants	Permanently and/or electronically
OEA-R Newsletters	Permanently and/or electronically
Roster, officers & committees	Permanently and/or electronically
Financial Reports	
Financial Records – end of year report	7 years and/or electronically
Audit Reports – Report with bank	
Deposit slips, statements & Cancelled checks	3 years and/or electronically
Conference Program & Evaluations	3 years and/or electronically
Financial Statements (checking)	3 years
NEA-R Conference Program	
Booklet and who attended	3 years and/or electronically
OEA-R Staff Liaison Reports	3 years and/or electronically
Other NEA-R materials	Current

*OEA-R Procedures*

*Elections Procedures*  
(formerly OEA-R Elections Committee Procedures)

Guidelines Reference: Articles XI & XIII  
Appendix Reference: A

Council Adopted: December 5, 2003  
Council Amended: September 14, 2006  
September 17, 2008  
September 23, 2009  
December 5, 2019

- I. **Subject:** Establishing Election Procedures
- II. **Purpose:** To communicate procedures for conducting elections
- III. **Responsibility of:** The Cabinet
- IV. **Procedures:**
  - A. Nominations for OEA-R Officers, Advisory Council members, OEA-R Delegates to the OEA-RA, and OEA-R Delegates to the NEA-R Annual Meeting and the NEA-RA
    1. The deadline for submitting Declaration of Candidacy forms and return ballots will be approved by the OEA-R Advisory Council at the spring meeting for the following year.
      - a. September 20<sup>th</sup> for the OEA-R RA delegates.
      - b. February 15<sup>th</sup> for the Advisory council positions and NEA-R delegates
      - c. Filing deadline dates for filling vacancies to be determined by the OEA-R Advisory Council and the OEA Secretary-Treasurer and will depend upon the resignation date of the resigning member.
    2. Positions to be elected giving deadlines for Declaration of Candidacy shall be published in the:
      - a. August *Ohio Schools* and fall newsletter, for OEA-R delegates; and,
      - b. December *Ohio Schools* for all Advisory Council positions and NEA-R delegates.
  - B. Election Process
    1. The OEA Secretary-Treasurer reviews the Declaration of Candidacy form to verify that the candidate is member of OEA-R<sup>1</sup>
    2. The OEA staff communicates to the committee via e-mail when necessary.
    3. Any candidate(s) not meeting qualification shall be notified by phone and in a written form that they will not be listed on the ballots.
    4. A candidate may be on more than one ballot, but must choose the single office to be held, if elected to more than one office in OEA-R, including the OEA-R Representative to the Board of Directors. The office declined by the "winner" shall be filled by the candidate having the next highest number of votes.

<sup>1</sup> Membership can only be verified via the IMS membership system/master database.



*Elections Procedures (continued)*

C. Ballot Construction

1. The order of names on ballots for NEA Retired delegates, OEA Retired delegates and all OEA Retired seats on the OEA Retired Advisory Council shall be determined by drawing of lots by the OEA Secretary-Treasurer or his/her designee(s).
2. The ballot for NEA delegate shall include, "If elected, the delegate is the official voting delegate to both the NEA-R Annual Meeting and the NEA Representative Assembly."

D. Vote Counting

1. All ballots shall be retained for one year.
2. The elections for OEA-R Representative to the OEA Board of Directors must be decided by a majority vote, cast in accordance with OEA By-Laws.
3. The elections for Advisory Council positions will be declared by plurality vote.
4. Tie votes for an Advisory Council seat or office shall be decided by the toss of a coin; the two candidates being assigned heads and tails in alphabetical order.
  - a. The coin shall be tossed by the Secretary/Treasurer and the election observer shall observe and confirm the results of the coin toss.
  - b. This procedure shall be repeated separately for each office with a tie vote.
5. Tie votes for delegate shall be decided by lot.
  - a. The OEA Secretary/Treasurer shall pull names from a 'hat', each person taking a turn until all names of candidates for that tied delegate position have been drawn.
  - b. The order in which names are drawn for each tied delegate position will be the order of delegate position in the final list. True?

.E. Vote Reporting

1. The Elections company will verify and send the results to the Elections and Conference Coordinator.
2. Election results are sent via e-mail to the OEA-R Advisory Council, OEA Retired Staff Liaison and the liaison's assigned associate staff person and all candidates/delegates requesting an RSVP/confirmation to make certain they received the results. Hard copies are mailed to any candidate/Advisory Council member who is not connected via e-mail.
3. The vote counts will be included in the reports.
4. The elections results shall be reported to the OEA-R newsletter editor. They will be published by each office, name of the winning candidate, and shall include vote totals.
5. The *election* company will verify and send the results.

Note: These election procedures are in lieu of the electronic procedures, and should they be switched to non-electronic, the adopted procedures will need to be reviewed and reinstated.

*OEA-R Procedures*

*Electronic Voting Procedures (Advisory Council)*

Guidelines Reference:

Council Adopted: March 7, 2013

Appendix Reference:

Council Amended:

- I. **Subject:** Establishing Electronic Voting Procedure
- II. **Purpose:** To establish procedures for Electronic Voting Procedure.
- III. **Responsibility of:** To Chair with the advice and consent of the Cabinet
- IV. **Procedures:**
  - A. Electronic voting can be used only when there is a matter of such importance as determined by the Cabinet that action must be taken before the next Advisory Council meeting.
  - B. There shall be an approved form on which to submit a motion.
  - C. Any voting Advisory Council member may submit a motion to the OEA-R Chair. The Chair shall forward the motion to the Cabinet members for their consideration.
  - D. After the Cabinet input, the Advisory Council member shall be informed of the decision as to whether or not to move the item forward.
  - E. The motion to move forward shall be made by the Vice-Chair and Secretary on the approved form if initiated by a Cabinet member providing background/rationale. A motion submitted by an Advisory Council member and seconded who originally submitted the item shall include background/rationale on the approved form
  - F. The Chair and/or his/her designee shall inform the voting members of the Advisory Council by phone of the need for a vote.
  - G. The Chair shall distribute electronically to the Advisory Council members the complete motion and rationale/background on the approved form to be used in casting a vote.
  - H. There will be a strict 72-hour window as determined by the Chair for consideration of the item and voting.
  - I. There shall also be a cover letter stating that approval of the motion requires a simple majority of votes cast, the beginning and ending of the 72-hour window, and that each member's vote on the approved form shall be sent to the Secretary.
  - J. Discussions and/or questions concerning the item shall be sent to the maker of the motion and discussion of the item shall be prompt as not to alter the 72-hour window. Response(s) will be sent to all Advisory Council members.
  - K. The Secretary shall record the yes and nay votes and abstentions and report them to the Chair within 48 hours of the end of the 72-hour voting period.

Electronic Voting Procedure (continued)

- L. The Chair shall promptly inform the Advisory Council members of the yeas, nays, and abstentions and declare the motion and passed or failed within 48 hours of the end of the 72-hour voting period.
- M. The results of the vote shall be reported in the Advisory Council minutes under “Unfinished Business”.
- N. The Secretary will keep the ballots on file for one year from the end of the voting period.

**V. Administrative Forms:**

- A. Electronic Voting Form

**Ohio Education Association**  
**OEA-R New Business Item Electronic Ballot**  
**Date of Action Goes Here**

**All Ballots Must Be Returned by \_\_\_\_\_**

**Motion 1: State the Motion**

**Moved by: \_\_\_\_\_ (Name of Maker)**

**Seconded by: \_\_\_\_\_ (Name of Seconder)**

**Background/Rationale:**

**YEA: \_\_\_\_\_ NAY: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_**

**OEA-R ADVISORY COUNCIL MEMBER NAME:**

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*OEA-R Procedures**Handbook Review Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: May 7, 2009  
Council Amended: December 5, 2013  
September 13, 2017

- I. **Subject:** Revising the Handbook.
- II. **Purpose:** To review and revise the Handbook in accordance with the procedure adopted by the Advisory Council.
- III. **Responsibility of:** The Advisory Council Cabinet and/or Chair and the Standing Committee Chairs
- IV. **Procedures:**
  - A. The Advisory Council Chair and the Standing Committee Chairs shall review the Handbook every three (3) years. The review shall be concluded in the spring, or more frequently as needed.
  - B. The Advisory Council Cabinet shall present proposed Handbook revisions to the Advisory Council at their May meeting.

*OEA-R Procedures*

*Intra Professional Political Action (IPPA) Procedures  
(formerly Internal OEA Candidate Screening Committee Procedures)*

Guidelines Reference:  
Appendix Reference:

Council Adopted: November 30, 2012  
Council Amended: September 2, 2015  
November 29, 2018  
December 5, 2019

- I. **Subject:** Establishing Screening Procedures.
- II. **Purpose:** To establish procedures for conducting OEA-R Internal OEA Candidate Screenings.
- III. **Responsibility:** The OEA-R Chair and the OEA-R FCPE Representative (Chair of the OEA-R IPPA Committee. Henceforth referred to as Committee Chair)
- IV. **Procedures:**
  - A. At the beginning of the Membership year, the Committee Chair and/or the OEA-R Chair will contact the OEA Administrative Services/Conference Coordinator to learn the Offices and Filing Deadline for positions to be voted on at each OEA Representative Assembly (RA).
  - B. At the September OEA-R Advisory Council meeting, the OEA-R Chair, with the approval of the OEA-R Advisory Council, will fill any vacancies on the OEA-R IPPA Screening Committee by assuring the appointment of one Representative from each of the five original OEA Regions. The Committee Chair will represent his/her own Region.
  - C. The OEA-R IPPA Committee will review and propose questions for upcoming Candidate Screening(s) for approval by the OEA-R Advisory Council.

Questions to be used for the entire year will be reviewed and/or developed for approval at the September Advisory Council meeting. Modifications may be made either electronically or at a meeting during the year if issues of critical importance arise.
  - D. After the Candidate Filing Deadline and upon receipt from the OEA Administrative Services/Conference Coordinator, the OEA-R Chair will forward to the Chair copies of:
    1. "Declaration of Candidacy" form for each candidate; and,
    2. District Association/Caucus - Candidate Questionnaire Guide .
  - E. The Committee Chair will then contact each candidate electronically to:
    1. Inform them of the OEA-R Screening procedure
    2. Provide a copy of the OEA-R Candidate Screening Questions
    3. Request the following be returned electronically to the Committee Chair:
      - a. The completed OEA-R Candidate Screening Questionnaire
      - b. The form "DISTRICT ASSOCIATIONS/CAUCUS - CANDIDATE QUESTIONNAIRE GUIDE" (sent to all candidates by the Administrative Services/Conference Coordinator.
  - F. All candidates are to receive the same information at the same time. All reasonable efforts should be made to receive a response from each candidate. The Committee Chair will copy/forward all correspondence to the OEA-R Chair.

Intra Professional Political Action Procedures (continued)

- G. Upon receipt of candidate materials, the Committee Chair will inform each candidate of items complete and/or missing:
1. The completed OEA-R Candidate Screening Questionnaire.
  2. The form "DISTRICT ASSOCIATIONS/ CAUCUS CANDIDATE QUESTIONNAIRE GUIDE"
- H. At least two weeks prior to the OEA-R Delegate Assembly, the Committee Chair will send a follow up email to each candidate indicating:
1. For a contested race:
    - a. The time and location of any face-to-face screening.
    - b. Notice that the OEA-R Chair will contact them regarding speaking time at the OEA-R Delegate Assembly. In this contact, the OEA-R Chair should inform the candidate of any OEA-R Standing Rules which apply to their presentation.
  2. For a non-contested race:
    - a. No face to face screening will take place.
    - b. Notice that the OEA-R Chair will contact them regarding speaking time at the OEA-R Delegate Assembly. In this contact, the OEA-R Chair should inform the candidate of any OEA-R Standing Rules which apply to their presentation.
- I. At least ten days prior to the Screening Committee meeting, the Committee Chair will forward completed candidate questionnaires (items G.1 and G.2 above) to all Screening Committee members, including the Administrative Secretary to the OEA-R Liaison who will make color coded copies of each candidate's information so that each will have a different color.
- J. The Committee Chair will notify members of the OEA-R Screening Committee:
1. For a contested race, of the schedule for any face-to-face screenings. (Typically, after the Advisory Council meeting, the late-afternoon of the day before the OEA-R Delegate Assembly.) If a candidate cannot attend a screening in person due to a conflict, the Screening Committee may offer an electronic screening via technology.
  2. For a non-contested race, of the schedule for a meeting to discuss any recommendation of candidates in unopposed races. (Typically, during lunch or immediately after the Advisory Council meeting.) Upon request of the candidate, the Committee may conduct an electronic screening via technology.
- K. The Committee Chair will call the meeting of the OEA-R Screening Committee to screen candidates and report their recommendations for the Delegate Assembly to the OEA-R Advisory Council. The Advisory Council may ask questions, but not vote to take a position.
- Note: OEA-R Advisory Council members are asked to take their copies, if available, to the OEA-R Delegate Assembly. There will be at least one copy for each candidate to be placed on each table for the delegates.
- L. The Committee Chair will report and/or move the OEA-R Screening Committee recommendations to the OEA-R Delegate Assembly.
- M. The Committee Chair will request the Administrative Secretary to the OEA-R Staff Liaison to prepare a two-part ballot (1. To endorse or not, 2. Whom to endorse) for voting to consider an endorsement. If the first ballot is no endorsement, the second ballot is not counted.
- N. The Committee Chair will immediately report any OEA-R Delegate Assembly action to the candidate(s).

- V, Administrative Forms:**
- A. OEA-R Screening Questions, most recent (date stamped)
  - B. District Associations/Caucus - Candidate's Questionnaire Guide



## OEA-Retired Screening Questions

1. Why are you running as a candidate for this office?
  
2. What do you see as the role of retirees at each level of the Association?
  
3. How will you involve OEA-R members when you are elected to the office to better serve all members?
  
4. Specifically, how will you assist to organize and support District-Retired, OEA-Retired and NEA-Retired Associations?
  
5. At NEA, what do you see as a major priority(-ties) for the retired membership and how will you make sure the priority(-ties) is achieved?
  
6. What plans do you have to foster clear direct communication between retired membership, OEA/NEA, the retirement boards, and issues involving retired members?
  
7. What experience have you had outside of education that fosters your understanding of the retired membership?
  
8. What do you feel the Association can do better to involve retirees and meet the needs of this element of OEA/NEA membership?

Amended 9/10/19

<i>OEA-R Procedures</i>	
<i>NEA-R Conference Funding Procedures</i>	
Guidelines Reference:	Council Adopted: April 16, 2008 Council
Appendix Reference:	Council Amended: December 4, 2008 March 3, 2009 September 13, 2017

- I. **Subject:** NEA-R Conference Funding
- II. **Purpose:** To clarify the funding and preference for Advisory Council members
- III. **Responsibility of:** The Chair and Advisory Council
- IV. **Procedures:**
  - A. OEA-R pays registration fees to the NEA-R Conference for Advisory Council members only.
  - B. NEA-R provides one room for two nights, for the NEA-R Conference. Preference will be given to those according to NEA-R Guidelines.
  - C. OEA-R provides one room for two nights, for the NEA-R Conference. The room is for Advisory Council members with preference given to those in their first term, then to those who have not been funded by neither OEA-R nor NEA-R in the past.

*OEA-R Procedures*

*New Advisory Council Member Orientation Procedures*

Guidelines Reference:

Council Adopted: May 7, 2009

Appendix Reference:

Council Amended:

- I. **Subject:** Conducting New Advisory Council Member Orientation
- II. **Purpose:** To establish the procedure for identifying the content and scheduling for new Advisory Council member orientation.
- III. **Responsibility of:** The OEA-R Chair, Vice-Chair and OEA-R Staff Liaison
- IV. **Procedures:**
  - A. Annually the OEA-R Chair, Vice-Chair and OEA-R Staff Liaison shall coordinate a New Advisory Council Member Orientation.
  - B. The orientation shall be conducted in conjunction with the first Fall Advisory Council Meeting.
  - C. The orientation agenda may include a review of:
    1. Mission
    2. Brief history of the organization
    3. OEA-R Guidelines and Appendix
    4. Job Descriptions/Roles and Responsibilities
    5. Organizational Structure & Review of Committee Structure
    6. OEA-R Action Plan
    7. OEA-R Proposed Budget
    8. OEA-R Calendar
      - a. Fall Conference
      - b. Leadership Summit/NEA-R Conference
      - c. Spring Conference
      - d. NEA-R Annual Meeting/NEA RA
    9. Vouchers

OEA-R Procedures

*OEA-R Checking Account Voucher Procedures*

Constitution Reference:  
Appendix Reference:

Council Adopted: March 7, 2013  
Council Amended:

- I. **Subject:** Establishing Voucher procedures
- II. **Purpose:** To establish voucher procedures
- III. **Responsibility of:** With the approval of the Advisory Council, the Chair shall appoint two members of the Advisory Council to write/sign checks written on the OEA-R checking account.
- IV, **Procedures:** One of the two people on the account shall verify the following voucher information:
  - A. Completed voucher shall include the following: Description of expense, check number, date of check, name, signature of payee, and initials of person writing the check.
  - B. Attached documentation shall include itemized receipts.
  - C. Payee cannot approve personal voucher(s).
- V. **Administrative Forms:**
  - A. OEA-Retired Voucher Form

# OEA-Retired

Voucher Form

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Name

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Address

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Expense Description	Amount
Total	

Signature of Payee	Date

**Reimbursements will not be made without original itemized receipts.**

Approved by	Check Number	Date

*OEA-R Procedure****Program Cancellation Procedures***

Guidelines Reference:  
Appendix Reference:

Board Adopted: November 30, 2006  
Board Amended:

- I. **Subject:** Establishing procedures for program cancellation
- II. **Purpose:** To establish a rationale to cancel a planned program
- III, **Responsibility of:** The OEA-R Cabinet
- IV. **Procedures:** The OEA-R Cabinet will establish a cancellation procedure for any planned program
  - A. OEA-R reserves the right to cancel or move any planned program with notification to the registered participants.
  - B. The OEA-R Staff Liaison has the authority to cancel planned programs in consultation with the OEA-R Cabinet.

*OEA-R Procedure*

*Strategic Budget Procedures*

Guidelines Reference: Article VII Section B.1 & I.7.2  
Appendix Reference:

Council Adopted: May 7, 2009  
Council Amended: December 5, 2013

- I. **Subject:** Preparing a strategic budget
- II. Purpose: To prepare and submit a strategic biennial budget.
- III. Responsibility of: The Advisory Council Cabinet

The Advisory Council Cabinet and OEA-R Staff Liaison shall biennially prepare the OEA-R budget, which shall be approved by the Advisory Council. The procedure follows the following timeline: budget proposals odd numbered years, and budget modifications even years. The budget shall reflect the program priorities of OEA-R and its Action Plan.

- IV. Procedures: In preparing the budget the Advisory Council Cabinet will develop
  - A. Budget Proposals
    - 1. May of ODD numbered years
      - a. Review existing financial programs comparing the amount spent in each category.
      - b. Evaluate all financial proposals as set forth in the strategic plan's goals for the new budget cycle anticipating the amount to be spent in each category.
    - 2. September of ODD numbered years
      - a. Prepare a draft budget to be presented to the Advisory Council
      - b. Review the draft budget if needed.
    - 3. December of ODD numbered years
      - a. Submit a proposed strategic budget for the Advisory Council's consideration before forwarding to the OEA Board of Directors.
  - B. Budget Modifications
    - 1. May of EVEN number years
      - a. Review existing financial programs comparing the amount spent in each category.
      - b. Evaluate all financial proposals as set forth in the Action Plan's goals for the budget modification anticipating the amount to be spent in each category
    - 2. September EVEN numbered years
      - a. Prepare a draft budget modification to be presented to the Advisory Council
      - b. Review the draft budget modification if needed.
    - 3. December EVEN numbered years
      - a. Submit the proposed strategic budget modifications for the Advisory Council's

## Strategic Budget Procedures (continued)

consideration before forwarding it to the OEA Board of Directors.

OEA-R Advisory Council  
Budget Proposals  
Budget Modifications

odd years  
even years

OEA Board of Directors  
Budget Proposals  
Budget Modifications

even years  
odd years





## Cabinet Related Materials

Cabinet Agendas  
Cabinet Minutes

*Advisory Council/Cabinet Annual Activity Reminder Items*  
OEA-R Committee Report Form  
Election Results: **Fall** (OEA-R) & **Spring** (OEA-R & NEA-R)



Communications/Public Relations Committee  
*Procedures and Administrative Forms*

*OEA-R Procedures*

Article Submission for OEA-R Newsletter, OEA-R Website and *Ohio Schools Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: May 6, 2009  
Council Amended:

- I.     **Subject:** Submitting items for the OEA-R Newsletter, the Website or *Ohio Schools*
- II.    **Purpose:** To establish a procedure for submitting OEA-R news items
- III.   **Responsibility of:** The OEA-R Newsletter Editor, the OEA-R Webmaster and OEA-R Chair
- IV.    **Procedures:**
  - A. The OEA-R Newsletter is the official publication of the Ohio Education Association-Retired. The newsletter is published no more than 4 times a year. OEA-R is a Division of the OEA and is affiliated with NEA-R.
  - B. Members may submit opinion pieces or brief, conversational manuscripts with information concerning local activities or events affecting retired members.
  - C. Submit articles to:  
    Newsletter Editor
  - D. Submit web material to:  
    Webmaster
  - E. Submit articles to *Ohio Schools*:  
    OEA-R Chair

*OEA-R Procedures*

*Awards and Recognition Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: May 6, 2009  
Council Amended:

- I. **Subject:** Establishing Awards and Recognition
- II. **Purpose:** To establish procedures for giving awards and recognition
- III. **Responsibility of:** The Communications/Public Relations Committee.
- IV. **Procedures:**

A. Awards presented at the Spring Delegate Assembly

<u>Timeline</u>	<u>Actions</u>
1. September/October Advisory Council Meeting	a. Provide descriptions of the awards and recognition categories at the September Advisory Council Meeting, Fall Conference, Fall Delegate Assembly and to the newsletter and web page
2. December – Fall Delegate Assembly	a. Nominations must be returned to the Awards and Recognition Committee no later than December 1.
3. February/March	<ul style="list-style-type: none"> <li>a. The committee will collect and arrange biographical data of the nominee/applicants and present their recommendation to the Advisory Council.</li> <li>b. The Advisory Council will approve the awards and recognition recipients at the February/March Council meeting. The committee will notify awards recipients and provide information regarding Spring Delegate Assembly attendance.</li> </ul>
4. April/May – Spring Delegate Assembly	<ul style="list-style-type: none"> <li>a. The committee working with the OEA-R Staff Liaison will obtain all certificates and awards to be given.</li> <li>b. The chairperson of the committee, or his/her designee, will assist/present the awards at the Spring Delegate Assembly.</li> <li>c. All information will be turned over to the OEA-R Staff Liaison for organizational files, with copies of recipient information to be sent to the newsletter editor immediately following the presentation.</li> </ul>

- B. Officers Recognition
  - a. The Officers shall be recognized at their last presiding Spring Delegate Assembly.

*Awards and Recognition Procedures (continued)*

- C. Advisory Council members, OEA Committee Representatives, Newsletter Editor, Webmaster, and Committee Chairs etc. shall be recognized at the conclusion of service in a position as follows:

less than one term	Certificate of Appreciation
1 term to 5 years	Certificate of Appreciation + \$15.00 gift
2 terms	Certificate of Appreciation + \$25.00 gift

## Officers:

Less than one term	Certificate of Appreciation + \$15.00 gift
One term to 5 years	Certificate of Appreciation + \$25.00 gift
Two Terms	Certificate of Appreciation + \$50.00 gift

- D. Establishing Awards and Recognition:
1. Consider and recommend new awards when appropriate;
  2. Review recommendations for Certificates and Awards and reports to the Cabinet; and,
  3. Review periodically certificates and other awards and makes recommendations to the Advisory Council for improvements.

*OEA-R Procedures**Sales Procedures*

Guidelines Reference:  
Appendix Reference:

Council Adopted: May 6, 2009  
Council Amended:

- I. **Subject:** Selling of items at planned events
- II. **Purpose:** To establish a procedure for selling items at OEA-R sponsored events
- III. **Responsibility of:** The Communications/Public Relations Committee
- IV. **Procedures:** The Communications/Public Relations Committee will conduct sales under the following guidelines:
  - A. All item sales at planned events will be initiated by the Communications/Public Relations Committee with the recommendation of the Chairperson.
  - B. Item sales will be limited to appropriate Association publications and other materials recommended by the speaker(s) of the Association sponsored event.
  - C. The OEA-R inventory will be kept to a minimum
  - D. Cash or check made payable to OEA are the only forms of payment for OEA-R items.



## Communication/Public Relations Committee Related Materials

Committee Agendas  
Committee Minutes

Newsline Production Schedule  
Ohio Schools article (update annually (most current))  
*Checklist for Basket Giveaway*



Membership/Guidelines Committee  
*Procedures* and Administrative Forms



OEA-R Procedures

**Guidelines Amending Procedures**

Guidelines Reference:  
Appendix Reference:

Council Adopted: March 4, 2009  
Council Amended: September 13, 2017  
December 5, 2019

- I. **Subject:** Amending the Guidelines
- II. **Purpose:** To review and amend the Guidelines in accordance with the procedure adopted by the Advisory Council
- III. **Responsibility of:** The Membership/Guidelines Committee
- IV. **Procedures:**
  - A. The Membership/Guidelines Committee shall review the Guidelines every three (3) years. The review shall be concluded by either the September or March Advisory Council meeting, or more frequently as needed.
  - B. The Membership/Guidelines Committee shall present proposed Guidelines amendments to the Advisory Council.
  - C. The considered amendments to the Guidelines shall be forwarded to the Delegate Assembly for their acceptance.
  - D. The accepted amendments to the Guidelines shall then be forwarded by the Advisory Council Chair to the appropriate OEA Committee Chairperson, Staff Liaison and the OEA-R Staff Liaison for review and adoption prior to implementation.

*OEA-R Procedures*

***Membership Procedures***

Guidelines Reference:  
Appendix Reference:

Council Adopted: September 14,  
Council Amended: May 6, 2008  
September 23, 2009

- I. **Subject:** Establishing Membership Procedures
- II. **Purpose:** To establish procedures for seeking and recording membership data so that the Advisory council can determine the interest of our membership in order to make informed decisions to meet members' needs.
- III. **Responsibility of:** The Chair of the Membership/Guidelines Committee
- IV. **Procedures:**
  - A. OEA-R Staff Liaison
    1. Every month the Membership department provides the OEA-R Staff Liaison a list of recently retired OEA members. This information comes from the local association treasurers removing the retirees from their specific district's roster.
    2. This list is then forwarded to the appropriate OEA-R Advisory Council District, Division or Department Representatives.
    3. The OEA-R Staff Liaison makes the initial contact with potential OEA-R members by sending each person on the list an OEA-R application packet. The packet consists of:
      - a. Membership Form
      - b. Instructions to fill out the Membership Form
      - c. OEA-R Brochure
      - d. NEA-R Brochure
      - e. OEA-R Chair's letter congratulating the potential member on their recent retirement.
    4. The OEA-R Staff Liaison sends:
 

The New OEA-R/NEA-R Retired/Pre-Retired Life member an acknowledgement post card.
  - B. The Membership Department
    1. Sends the Annual Member Enrollment Form to each renewing person the last week of July/first week of August. The packet consists of:
      - a. Membership Form
      - b. Instructions to fill out the Membership Form
    2. Annual sends:
      - a. Access Card – OEA-R Annual (new and renewing) and Life Members

*Membership Procedures (continued)*

- C. Advisory Council District, Department or Division Representatives:
1. Receive district potential member lists of recently retired teachers monthly from the Membership Department via the OEA-R Staff Liaison.
  2. Receive an OEA-R Membership list by district in September, of the previous year's members which is the basis for the OEA-R delegate allocation list, and February, of the current members which is the basis for the NEA-R delegate allocation list, from the Membership Department via the OEA-R Liaison. The list includes name, address, city, state, zip code, e-mail address and phone number.
  3. Receive OEA-R membership mailing labels by district by request.
  4. Receive an updated, accurate district membership count with members and pre-retired members reported separately each time the Advisory Council meets.
- D. Membership/Guidelines Committee:
1. Review the OEA-R brochure at least every three years or *more frequently* as needed. The membership Committee decides on the necessary changes and then forwards to the Cabinet for approval. The changes are then given to the OEA-R Staff Liaison who works with the Communications Department to print the revised brochure.
  2. Review the OEA-R Chair's letter at least every three years or *more frequently* as needed. The Membership/Guidelines/Elections Committee reviews and recommends necessary changes and then forwards them to the OEA-R Chair. The Chair makes the necessary changes and then gives the letter to the OEA-R Staff Liaison who works with the Communications Department to print the revised OEA-R Chair's letter sent to potential members.
- E. District, Department or Division Membership Committees may use the following materials when making the initial contact with:
1. Pre-Retired Life members
    - a. Pre-Retired Membership Application Form
    - b. OEA-R Brochure
    - c. NEA-R Brochure
  2. Potential OEA-R members
    - a. Membership Form
    - b. Instructions to fill out the Membership Form
    - c. OEA-R Brochure
    - d. NEA-R Brochure
  3. Leadership Council and District Pre-Retired Membership Presentations
    - a. Treasurer's Handbook
    - b. Local Association Membership Enrollment Manual
    - c. Pre-Retired membership Application Form
    - d. OEA-R brochures
    - e. NEA-R brochures

*Membership Procedures* (continued)

- f. NEA Member Benefits, Programs for NEA-R members
- 4. Advisory Council Representative or Chairperson's letter acknowledging joining OEA-R.

All Advisory Council questions and membership material requests go through the OEA-R Staff Liaison and he/she passes them on the appropriate department/person.

**Retired members must maintain unified membership with OEA-R and NEA-R.<sup>2</sup>**

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<sup>2</sup> Effective September 1986

### **OEA-R Life Member Clarification**

Don Holub Memo dated 12/18/06

I have been asked a couple to times about if people joined as OEA Life members are they then considered OEA-R members. I have to admit it was very confusing to me so last week I sat down with Mary Suchy to find out who actually qualifies.

The exact year is unclear, but sometime in the 1970s, OEA offered a life membership. This life membership was a "true life membership", which meant once retired the member who purchased this type of membership was automatically an OEA-R life member and did not have to join NEA-R. In 1985 OEA-R and NEA-R memberships became unified, meaning you had to join both and not just one. This went for OEA Life members.

So ...

If an OEA Life member retired AFTER 1985 they needed to join NEA-R to be a member of OEA-R. If they chose not to do that, then they are NOT an OEA-R member.

If an OEA Life member retired IN or BEFORE 1985 then they are automatically an OEA-R Life member and they did not have to join NEA-R, unless they chose so.

### **OEA-R Member Benefits Clarification**

Memo dated December 31, 2008

Any person who was an OEA/NEA member as an active and retired PRIOR to December 31, 2008 and was participating in any way NEA Member Benefit Program at the time of retirement (such as one of the insurances, etc.) was not/is not required to purchase a retired membership to retain that benefit. However, since they are not members they are not able to participate in or buy any other NEA programs, make changes to their existing programs, and if their insurance coverage should lapse could not reinstate.



## Membership/Guidelines Committee Related Materials

Committee Agendas  
Committee Minutes

*Supporting the Membership Committee's Action Plan: A timeline for OEA-R's District Reps*

- Pre-Retired Life Membership Form
- Pre-Retired Life Member Acknowledgement Post Card
- Potential Member Letter (Chair's Letter)
- Membership Brochures: OEA-R & NEA-R
- Membership Enrollment Form
- Access Card (Sent only first year; once)
- OEA-R Life Member Certificate (Sent only once when eligible)
- Membership Summary Reports
  - Potential Retired Members electronically (Monthly)
  - New Retired Members electronically (Monthly)
  - Count of Retired Members by Chapter (District) (Monthly)
  - Retired Reporting Form electronically (Monthly/ by request only)*
  - PY Annual Retired CY Number Retired Membership (Nov/Dec) – by request only
  - Count of ESP Members by Local – by request only
  - Count of Higher Ed Members by Local - by request only



Program/Services Committee  
*Procedures and Administrative Forms*



## Program/Services Committee Related Materials

Committee Agendas  
Committee Minutes

*OEA-Retired District Contact Form*  
*OEA-R Summary Listing of District Retired Positions...*  
Checklist for a One-Day Program  
Food/Beverage Recommendations  
Notes for Any Program  
OEA/STRS/SERS Contact Information  
Program Planning Schedule  
Spring Conference Planning Guide  
Spring Conference Planning Synopsis



Spring Program Conference Accounting Form

STRS Benefit Recipients – Additional Benefits, Death Benefits



Legislative/OEA-FCPE Committee  
*Procedures* and Administrative Forms



## Legislative/OEA-FCPE Committee Related Materials

Committee Agenda  
Committee Minutes

OEA/NEA FCPE Form  
Ohio Legislative Directory (updated biannually)  
Ohio Retirement Study Council  
District Screening Council Assignment

## Section 6



## Action Plan

**ACTION PLAN**  
**TABLE OF CONTENT**

**A. CABINET**

**B. COMMUNICATIONS/PUBLIC RELATIONS  
COMMITTEE**

**C. MEMBERSHIP/GUIDELINES COMMITTEE**

**D. PROGRAM/SERVICES COMMITTEE**

**E. LEGISLATIVE/FCPE COMMITTEE**

# Section 7



## OEA-R History

# **OEA-R HISTORY**

## **TABLE OF CONTENT**

### Chapter

1. History Timeline

2. Cabinet/Governance

3. Communications/Public Relations

4. Membership/Guidelines/Elections

5. Program/Services

6. Legislative/OEA-FCPE

# Section 8



Miscellaneous



**MISCELLANEOUS  
TABLE OF CONTENT**

Ad Hoc Committee RELATED MATERIALS  
(Audit, Grant, IPPA etc.,)

COMMITTEE AGENDAS

COMMITTEE MINUTES