

# **Ohio JCEP Membership Recruitment and Retention Committee Guidelines**

*Ohio Joint Council of Extension Professionals*

## **I. Selection of Membership Chair (two-year term)**

- A. Appointed by Ohio JCEP president with approval of the board.
- B. Appointment shall be made in the second year of the current treasurer's term.

## **II. Purpose of the Committee**

Recruit, retain, and involve all eligible Ohio Extension personnel; promote an effective working relationship and spirit of fraternal fellowship among members.

## **III. Committee Tasks**

- A. Work closely with Ohio JCEP treasurer and associations' president-elects.
- B. Maintain accurate record of members of Ohio JCEP and national affiliated organizations.
- C. Notify members and all potential Ohio JCEP officials (state vice presidents, region representatives) of membership information, including preparing and mailing membership dues notices.
- D. Provide leadership to regional program area representatives to discuss membership issues, give guidance and coordinate the organization's membership.
- E. Notify treasurer of dues amounts to be paid to national association.
- F. Provide membership lists (labels, computer files, etc.) to officers as requested by national association.

## **IV. Committee Chair Responsibilities**

- A. Must be a current Ohio JCEP board member.
- B. Knowledge of computer database skills or access to such skills is recommended.

*Revised and Ohio JCEP board approved – 2013  
Reviewed and revised – February 2018*