

Ohio JCEP Resource Development and Management Committee Guidelines

Ohio Joint Council of Extension Professionals

I. Committee Membership

The committee, consisting of three individuals and the treasurer, will be appointed at the same time as the audit committee. Committee members must be Ohio JCEP members – not necessarily board members.

II. Purpose of Committee

To generate new ideas for resource development and management for professional development activities; review and monitor the professional association's financial management plan.

III. Committee Tasks

- A. The committee shall meet a minimum of twice each year.
The treasurer will call the meetings and make arrangements.
- B. Review the treasurer timeline for Ohio JCEP business.
- C. Develop a budget for Ohio JCEP and present to board at October business meeting.
- D. Develop a financial summary for the annual report.
- E. Make all Ohio JCEP financial records available for the Executive Committee or board as requested, and arrange for an annual audit by a committee of Ohio JCEP members. The audit report shall be made available on an annual basis to the membership.
- F. Develop an investment policy, make decisions on investment funds and monitor investments.
- G. Review banking statements on a yearly basis.

Revised and Ohio JCEP Board approved – 2013