Guidelines for Membership Recruitment and Retention Committee
of Ohio Joint Council of Extension Professionals (JCEP)

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 (style edits) – February 2018