Guidelines for Marketing Committee OJCEP

I. Committee Selection
   A. Committee members are appointed by the President-elect
   
   B. Chair and Vice-Chair will be selected by the members of the committee present when the vote is taken, no later than October 31. Chair is normally the previous vice chair.

   C. Vice-Chair acts as secretary (provide committee recommendations in writing to all officers and board members for use in board meetings. Writes minutes of each committee meeting and sends to all committee members, President, President-elect, Vice-President, Past-President, Secretary and Treasurer).

II. Purpose of Committee
   A. To develop and promote awareness and a positive image of OJCEP to Extension employees.

III. Marketing Committee Assignments
   A. Provide support/promotional materials for OJCEP use.
   B. Work with Membership and Retention Committee to promote membership to eligible employees. Explore other uses of social media to keep members updated.
   C. Keep all members informed on a regular basis of what OJCEP is doing.
   D. Develop and update OJCEP Fact Sheets as needed.
   E. Promote OJCEP membership to potential members.

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