Guidelines for Membership Recruitment and Retention Committee OJCEP

I. Selection of membership chair -2-year term
   A. Appointed by JCEP President with approval of the board.
   B. Appointment shall be made in the JCEP second year of the current treasurers 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 OJCEP Treasurer and associations President elects
   B. Maintain accurate record of members of OJCEP and national affiliated organizations
   C. Notify members and all potential OJCEP 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.

Committee Chair responsibilities.
   A. Must be a current JCEP board member.
   B. Knowledge of computer data base skills or access to such skills recommended

Revised and Board approved 2013