

**Southeastern Ohio
Education Association**



April 18, 2014

ANNOUNCING

2014 SEOEA TREASURERS' & PRESIDENTS' WORKSHOPS

(If you will not be the President or the Treasurer of your local association in 2014-2015, please forward this information to your successor)

The 2014 Workshops for Local Treasurers and Presidents will be conducted on Tuesday, July 22 at the Ohio University Inn and Conference Center in Athens, Ohio beginning with a continental buffet at 9:00 and concluding with lunch at 12:00 noon. The cost for this workshop is \$10.00 per attendee. However, those who attend, and remain through lunch, will have their check returned at the conclusion of the workshop.

Treasurers: The Treasurers portion of the workshop will be conducted by OEA Secretary-Treasurer Tim Myers and will address such topics as filing timely reports with OEA and the filing of the 990-N report with the Internal Revenue Service. The importance of properly reporting the local association membership will also be addressed. If you do not also serve as membership chair, please forward this e-mail to your membership chair as well. (Also, please note that attendance at the Treasurers' Workshop is one of the requirements for a Treasurer to be recognized as an Outstanding Local Treasurer by the OEA.)

Presidents: The President's portion of the workshop will address current issues- including the local President's role in grievance processing, disciplinary meetings, and labor management meetings. Also addressed will be conducting meetings, the importance of revising and adhering to the Constitution and Bylaws, expectations of Building Representatives, and the timelines for electing delegates to the OEA and SEOEA Representative Assemblies and the proper way to submit delegate lists to assure proper seating of delegates. There will also be time to discuss concerns of individual presidents and to share ideas to address said concerns.

To register for this workshop **each** attendee (President and/or Vice-President, Treasurer, and Membership Chair, if not the Treasurer) must complete the accompanying registration form and return it with a check for \$10.00 no later than **July 14** to:

Pam Smith, Executive Director
Southeastern Ohio Education Association
24 Payne St., Jackson, OH 45640

Phone: 740-286-2371 email: smithpam@zoomnet.net

2014 SEOEA TREASURERS' & PRESIDENTS' WORKSHOP

O.U.INN, ATHENS

JULY 22, 2014

Name _____

Local Association _____

Local Position _____

Address _____

Summer E-mail _____

Phone _____

Please return, with a check for \$10.00 made out to **SEOEA**, no later than July 14 to:

Pam Smith, Executive Director

Southeastern Ohio Education Association

24 Payne St.

Jackson, Ohio 45640

