

# Local Membership Contact Responsibilities\*

ACTIVITY	TIMEFRAME	COMMENTS
Attend training session at your local IEA office.	Annually — usually in the fall	These sessions are indispensable for new membership contacts and also offer updates and new perspectives for even the most seasoned veteran.
Obtain and read the current year's <i>Membership Processing Guide</i> .	Annually	These are distributed in the fall and are also available on the IEA Web site (see next item).
Review the membership-related information on the IEA Web site.	At least quarterly	On <a href="http://www.ieanea.org">www.ieanea.org</a> , click on RESOURCES, then on FINANCIAL PROCEDURES. Scan the downloads, FAQ's, etc. for relevant items and updates.
Notify IEA Membership Processing (IMP) of members who will not be returning to work the next school year.	June-July	This will reduce the work required to update your continuous roster (below) and will also avoid having membership cards printed for these individuals for the upcoming year.
Provide your employer with information on dues to be withheld for the upcoming school year.	Annually in accordance with your employer's policies; as needed for members hired throughout the school year	Make sure that you have the current year dues to be withheld for each category of member, and make sure that your employer knows how much to withhold for each of your members.
Update your continuous roster for the upcoming year.	Annually in the fall	You will receive a current roster from IMP by September. You need to submit enrollment forms for members who are not on the list, note all "drops" and any changes to member information (name, address, building, telephone number, e-mail address, etc.) and return the roster to IMP by the end of October. <i>Your updates are the only way that the IEA has of knowing that these changes occurred. Keep a copy and note when you mailed the document.</i>
Notify IMP of any "drops" and changes to member information as soon as you are aware of them or at least monthly.	As needed	This reduces the time needed for the annual roster update (above) and ensures that your members receive their publications and other correspondence. It also keeps your dues billing up-to-date.
Collect and complete new member enrollment forms. Send the forms to IMP. Keep copies.	As soon as practical after new members join your local. For members who join at the beginning of the school year, their forms should be collected and sent to IMP by September 15.	This reduces the time needed for the annual roster update (above) and ensures that your new members receive their publications and other correspondence. It also keeps your dues billing up-to-date.
Reconcile your latest roster with your employer's dues deduction register.	Every pay period	Every pay period, your employer should provide you with a detailed list of members and how much was withheld from them for dues for that period. Reconcile this, at least in total, with your latest roster provided by IMP.
Update your billing roster.	Quarterly	You will receive a dues billing roster in November, February, May, and August. This should be compared to the latest dues withholding roster that you receive from your employer, to make sure that dues are being properly withheld from your members. Reconcile discrepancies with the employer and/or IMP.
Review final billing roster for the prior year.	August	You will receive a final roster along with your August 1 dues billing with a memo asking you to make sure that it is correct. Verify the accuracy of the roster and submit the roster with any changes to the IMP.
Make sure your local's dues payments are up-to-date.	Monthly	You will receive a monthly dues statement at the beginning of each month except for September and October. Make sure that your local treasurer receives this statement and verify that the amount due is paid by the end of the month.
Make sure final dues statement for the prior membership year is paid.	August	The last dues bill for the year is sent on August 1. Please make sure that the amount due per this bill (including FCPE) is paid before the end of the month. If roster corrections are sent in late (in August), you will receive an updated final bill in September. Make sure that this is paid also.
Notify IMP of any changes to your local's Membership Contact or Treasurer.	As needed	IMP needs this information to ensure that correspondence goes to the appropriate person.
Verify that your local President has received and distributed the annual shipment of membership cards for the current year.	Annually in September	Cards for continuing members are sent to the local Presidents in September for distribution to your members. Many members rely on these cards for the Access discounts, so it is important that they are distributed as soon as possible.
Verify that new members receive their membership cards.	As needed	Cards for new members are printed every other week. The time a new member receives his/her card will depend on 1) when you send the enrollment form to IMP, and 2) the time of year. In the late fall and winter, the backlog in IMP may mean that there is a 3-4 week delay in processing enrollments. The sooner that you get your forms in, the sooner your new members will receive their cards. You should tell your new members to contact you if they don't receive their cards within 6-8 weeks of when you mail in the enrollment forms. Contact IMP if this is the case, to verify that the enrollment form was received.

\* Some locals may ask their Membership Contact to perform other duties in addition to the above.