

## Ohio Transfer Council Committees

**Membership:** Develop a marketing plan to encourage and increase membership; coordinate a membership drive; collect membership dues; maintain and publish an annual membership list and distribute same as required.

**Professional Development:** Plan and implement outreach and education on issues of transfer for OTC membership and those professionals we serve.

**Annual Conference:** Plan, promote, and coordinate yearly conference; select speakers and facilitators; determine conference fees; select location and other duties as required.

**Transfer Fair Calendar:** Contact all community colleges in Ohio to ascertain transfer calendar dates and compile a comprehensive transfer college fair calendar; send the transfer fair calendar to the OTC Website Committee for posting and to the Publications Committee for print publication.

**Scholarship:** Promote and educate about transfer scholarship opportunities; establish guidelines for awarding OTC scholarship funds and maintain stewardship of same.

**Ohio Board of Regents Issues:** Serve as OTC representative to the Articulation & Transfer Advisory Council of Ohio Board of Regents and report to the Executive Board and to the membership.

**Elections/Nominating:** Create a slate of candidates for the offices of President-Elect, Treasurer-Elect, and Secretary for annual elections; send out ballots no later than one month prior to the Annual Conference; tally results and report election results to the membership at the Annual Conference.

**Publications:** Develop and publish the Newsletter and organizational brochures and keep materials updated. Maintain all communication materials. Design letterhead for the OTC.

**Website:** Review, design and maintain the OTC website.

**Bylaws:** Review the OTC Bylaws on an annual basis and revise as necessary.