

OHIO COURT REPORTERS ASSOCIATION

POLICIES & PROCEDURES MANUAL



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OFFICERS & BOARD MEMBERS

- President
- President-Elect
- Vice President
- Secretary
- Treasurer
- Immediate Past President
- State Directors

EXECUTIVE DIRECTOR

COMMITTEES (STANDING AND OPTIONAL)

Awards Committee (standing)

Bylaws Committee

Communications Committee
The Buckeye Record

Continuing Education Committee

Fundraising Committee

Historian

Legislation Committee

Membership Committee (standing)

NCSA Delegates

Nominating Committee (standing)

Policies & Procedures Committee (standing)

Public Relations Committee

Student Relations and Scholarship Committee

Testing Committees

A) Hagestrom Cup Speed Contest

B) Karoscik Realtime Contest

GENERAL POLICIES

Privacy/Disclosure Policy:

Renewal and new membership forms should contain language regarding personal information being listed in Membership Directory, mailing lists, and on website, with an option to not include members' information in same.

Membership List:

OCRA membership list will be provided to interested parties, upon Board approval, ONLY in PDF format for a fee of \$300. NCRA may receive the membership list at no charge.

Board Meeting Notices & Minutes:

Board meeting notices and copies of Board meeting minutes will be sent only to Board members, Committee Chairs, and Past Presidents. Other members may receive Board meeting notices and Board meeting minutes upon request to the current President.

Complimentary Registrations:

1. Annual Conference:
 - Outgoing President
 - Incoming President/Continuing Education Chair
 - NCRA Representative
 - Executive Director, when applicable and if necessary
2. District/Regional Seminars and Events:
 - President
 - State Director (or Board member) in charge
 - Executive Director, when applicable and if necessary
3. Complimentary registrations other than the above must be pre-approved by the Board.
4. If the District/Regional Seminar and/or Event includes a social aspect, the complimentary registration will not include the cost(s) for the added social component.
5. Any complimentary registrations given as door prizes or other rewards must be accompanied by a clear statement regarding whether they are or not transferable.

Complimentary Rooms

1. Annual Conference (maximum of three (3) nights):
 - Outgoing President
 - Incoming President/Continuing Education Chair
 - NCRA Representative
 - Executive Director, when applicable and if necessary
 - Silent Auction Chair (*maximum of two nights*)
 - Speakers/Presenters, when requested/agreed upon as part of speaking engagement
 - Other, as approved by the Board
2. District/Regional Seminars and Events (maximum two (2) nights):
 - President, when requested
 - State Director in charge, when applicable and if necessary
 - Executive Director, when applicable and if necessary

Complimentary Meals

1. Annual Conference Luncheon
 - Vendors (limit of 1 meal per vendor)
 - Speakers/Presenters
 - Invited dignitaries (NCRA rep, etc.)
 - Award recipients and one guest each
 - Scholarship recipients
 - Incoming and Outgoing President - one guest each
 - Executive Director, when applicable and if necessary
2. District/Regional Seminars and Events, when applicable:
 - President
 - State Director in charge
 - Speakers/Presenters
 - Executive Director, when applicable and if necessary

Correspondence:

OCRA letterhead should be used for all correspondence regarding OCRA matters. Under no circumstances should personal, city, county, or other business letterhead be used, unless approved by the Board.

Expenditures:

Board approval is required for all expenditures more than \$400 excepting those connected with the annual conference, district/regional seminars and events, the *Buckeye Record*, the Executive Director contracted consultation fee, and/or mass mailings of OCRA materials more than \$400.

NCRA-Related Functions:

1. Leadership Conference and Boot Camp
 - Airfare, and up to four nights lodging, if necessary
 - President, or designee, with Board approval
 - President-Elect, or designee, with Board approval
 - Additional Board members, with Board approval
2. NCSA/NCRA Annual Conference and Expo Delegates
 - Airfare and two nights lodging
 - President, or designee with Board approval
 - President-elect, or designee with Board approval
 - Alternates NCSA delegates attend, with Board approval, at their own expense
3. Other functions at Board discretion

Refunds:

Registration refund policy should be clearly stated on registration forms for all functions.

Returned-Check Charges:

A fee, determined by OCRA's bank's current rate, will be charged for returned checks and shall be billed to maker.

Rules:

The rules contained in Roberts Rules of Order, Newly Revised, shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws (per Bylaws).

Special Promotions:

Any special promotional arrangements/discounts shall be approved by the Board.

Ohio Court Reporters Conflict of Interest Policy/Implementation

OCRA directors, officers, committee members, staff, volunteers, and others, while acting on behalf of OCRA, should avoid conflicts of interest. Even the appearance of a conflict of interest should be avoided. All actions should be based solely on the best interests of OCRA, in accordance with applicable state and federal laws and regulations. Actions should not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving OCRA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter such that the relationship might reasonably be expected to affect the judgment of the individual in the particular transaction or matter in a manner adverse to OCRA.

If an individual has a conflict of interest or potential conflict of interest in connection with any OCRA transaction or matter, he or she should immediately notify the President, Executive Director, or other appropriate OCRA representative, and disclose all the material facts concerning the actual or potential conflict of interest and his or her relationship to the transaction or matter at issue.

If the conflict of interest arises in connection with the activities of any deliberative body (e.g., the Board of Directors), the conflict should be disclosed to the other members of the body and the individual ordinarily should not participate in the consideration of the transaction or matter at issue. If the conflict of interest arises in connection with a workshop, seminar or other such program, the individual may be authorized to participate, provided that he or she agrees to disclose to the other participants and attendees the facts giving rise to the conflict and clearly identifies his or her remarks as personal opinion. If the conflict arises in connection with an OCRA publication, the article, book, or other material may be published with an appropriate disclosure to the reader.

The following categories of individuals will be required to sign and submit the OCRA Voluntary Disclosure Statement to the Executive Director within thirty (30) days of taking office.

- Board of Directors
- Board of Trustees (The OCRA Cardinal Foundation)
- Chairs of Committees and Task Forces
- Executive Director, when applicable
- Staff, as designated by the Executive Director, when applicable
- Other specific appointees, as designated by the President or the Board of Directors

This Voluntary Disclosure Statement and the Conflict of Interest Policy will be made available upon request.

OCRA TRAVEL REIMBURSEMENT POLICY:

With Board approval, reimbursement for meals, travel expense, and lodging for OCRA Board and Committee meetings are as follows:

- Mileage per IRS standard
- Up to the negotiated room rate of event, when necessary, for lodging
- Up to \$50 per day reimbursement for meals when overnight stay is necessary. Alcoholic beverages are not approved for reimbursement and shall not be included in any request for reimbursement
- No reimbursement for meetings held in conjunction with a district/regional seminar and event or annual conference, except as provided in the General Policies provisions
- Committee member reimbursement forms must also be approved by Committee Chair before submission for approval by the Board

Reimbursement for meals, travel expense, lodging, and registration for OCRA Board-approved representatives to NCRA-RELATED FUNCTIONS to be set at the time the Board considers who the attendees will be.

- Transportation reimbursement based upon least expensive mode of travel
- Expenses must be submitted within thirty (30) days from date of travel
- Expenses submitted above the Board-approved amount will not be reimbursed

**NO REIMBURSEMENT FOR ANY TRAVEL EXPENSES WILL BE MADE
WITHOUT A RECEIPT**

OCRA CARDINAL FOUNDATION

The OCRA Cardinal Foundation is a 501(c)(3) corporation established to carry out educational and scientific projects pertaining to the art of verbatim reporting of proceedings, with particular emphasis on the training and education of court reporters, judges, and lawyers as to the latest scientific technology available in an effort to improve and perpetuate the reporting profession; to provide scholarships and studies for the advancement of the state of the art and, in pursuing such purposes, to operate exclusively for educational and scientific purposes. Accordingly, all contributions to the Cardinal Foundation are tax deductible. Per Cardinal Foundation bylaws amended September 19, 1998, officers of OCRA serve as the officers of the Cardinal Foundation.

ASSOCIATION POSITION: PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual Conferences
 - District/Regional seminars and events
3. Preside at all meetings of the Association and Board of Directors
4. Make appointments of Committee Chairs, except those specifically designated in the Bylaws, and provide specific charges/goals/tasks to Chairs.
5. Make appointments of committee members, except those specifically designated in the Bylaws; fill vacancies occurring in committees.
6. Designate other “specific appointees” to sign Conflict of Interest Voluntary Disclosure Statement
7. Promote purposes for which Association is formed.
8. Report to members at annual meetings on all official acts and functions during the year
9. Attend or designate an alternate to attend NCRA annual NCSA meeting, leadership conference, and/or Boot Camp, at the Board of Directors’ discretion.
 - Submit expenditures for reimbursement within thirty (30) days of travel
 - Report to Board of Directors on above activities
10. Review all correspondence from Board members and Committee Chairs
11. Appoint parliamentarian for Association meetings, if deemed necessary
12. Write President’s Message(s) for each issue of *The Buckeye Record*
13. Serve as President of OCRA Cardinal Foundation
14. Perform such other duties incident to the office and those which the Board of Directors shall require.
15. Institute or review/revise strategic plan.

ASSOCIATION POSITION: PRESIDENT-ELECT

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Chair Continuing Education Committee
3. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
4. Preside at all Association and Board of Directors meetings in the absence of the President.
5. Promote purposes for which Association is formed.
6. Serve as President-Elect of Cardinal Foundation
7. Attend or designate an alternate to attend NCRA annual NCSA meeting, leadership conference, and/or Boot Camp, at the Board of Directors' discretion.
 - Submit expenditures for reimbursement within thirty (30) days of travel.
 - Report to Board of Directors on above activities
8. Perform such other duties incident to the office and those which the President or Board of Directors shall require.
9. Copy President on all correspondence.

ASSOCIATION POSITION: VICE PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Chair Membership Committee
3. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
4. Promote purposes for which Association is formed.
5. Serve as Vice President of OCRA Cardinal Foundation
6. Perform such other duties incident to the office and those which the President or Board of Directors shall require
7. Copy President on all correspondence

ASSOCIATION POSITION: SECRETARY

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Perform task of minute taking of Board meetings and prepare minutes for Board approval.
3. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
4. Copy President on all correspondence.
5. Promote purposes for which Association is formed.
6. Serve as Secretary of OCRA Cardinal Foundation
7. Perform such other duties incident to the office and those which the President or Board of Directors shall require.
8. Orient incoming Secretary

ASSOCIATION POSITION: TREASURER

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Assist Executive Director in preparation of budget for fiscal year (January-December)
 - Review previous years budgets.
 - Submit proposed budget to Board of Directors for approval at last meeting during year.
 - Submit supplements as needed.
3. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
4. Oversee deposit and disbursement of funds by Executive Director, verifying against the chart of accounts that receipts and disbursements are credited/debited to correct accounts.
 - Require receipts for ALL reimbursed expenses.
 - Board approval is required for all expenditures in excess of \$400 excepting those connected with the annual conferences, the midyear seminar, *The Buckeye Record*, and the Executive Director consultation fee.
 - Assure that Officers' and Directors liability insurance premium is paid on or before April 1 each year.
5. Review financial statements upon receipt from Executive Director, verifying against the chart of accounts that income and expenses are credited/debited to correct accounts.
6. Report to Board on financial statements
7. Copy President on all correspondence.
8. Promote purposes for which Association is formed.
9. Serve as Treasurer of OCRA Cardinal Foundation
10. Perform such other duties incident to the office and those which the President or Board of Directors shall require.
11. Orient incoming Treasurer to procedures

ASSOCIATION POSITION: IMMEDIATE PAST PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
3. Chair Nominating Committee
4. Promote purposes for which Association is formed.
5. Perform such other duties incident to the office and those which the President or Board of Directors shall require.
6. Copy President on all correspondence.

ASSOCIATION POSITION: STATE DIRECTORS

DUTIES AND RESPONSIBILITIES:

1. Read and follow OCRA Bylaws
2. Endeavor to attend all OCRA functions:
 - Board meetings
 - Planning meetings
 - Fundraisers
 - Annual conferences
 - District/Regional seminars and events
3. Endeavor to hold at least one district/regional continuing educational seminar biennially and/or host social events at a minimum of once every 18 months.
 - Confer with President during planning stages.
 - Oversee preparation of brochure
 - Invite all member and nonmember reporters, students, instructors, etc. in regional area.
 - Invite Association President and Board members; allow time for brief presentation, if requested
 - Consider fundraiser, if appropriate
4. Reports
 - Present report at all Board meetings pertaining to activities of the State Director
 - Prepare article for each issue of *The Buckeye Record*
 - Be prepared to make an oral report at Annual Business Meeting, if necessary/requested
5. Solicit new members.
6. Contact delinquent members, as requested by the Membership Committee Chair and Executive Director
7. Keep President informed of all activities, events, and occurrences in the State.
8. Copy President on all correspondence.
9. Promote positive attitude.
 - Promote attitude conducive to growth and success of Association.
 - Stay abreast of technological advances.
 - Stay abreast of benefits of Association membership.
 - Represent OCRA in related local associations, when requested by the Board of Directors
 - Paralegals
 - Bar associations
 - Legal secretaries
 - Court administrators
 - Judges' associations

STATE DIRECTOR SAMPLE LETTER (use only OCRA stationery):

Dear _____:

It is my pleasure to introduce myself as the Ohio Court Reporters Association State Director.

Among my duties as State Director, I sit on the OCRA Board of Directors. I also serve as a liaison between our local _____ association] and the court reporters, both officials and freelancers, in my district.

In this respect, I am available to serve on any _____ association committee where you think input from a reporter would be helpful. Also, should you need any help on committees geared toward social service efforts, perhaps OCRA members could be of assistance as well.

If you have any questions or would like further information, please do not hesitate to contact me at I look forward to working with you in the future.

Sincerely,

ASSOCIATION POSITION: EXECUTIVE DIRECTOR

DEFINITION: The term Executive Director, as used herein, shall be defined to include the Association's contracted management staff (individual or firm).

DUTIES AND RESPONSIBILITIES:

General

- 1) Serves at the discretion of the Board

Office Administration

- 2) Maintain OCRA business address
- 3) Maintain equipment necessary to meet routine needs
- 4) Answer and refer correspondence and telephone calls in a timely and professional manner and initiate communication necessary for the proper functioning of the association
- 5) Maintain records and files
- 6) Act as liaison with the Board
- 7) Ensure that insurance, tax filings, and Secretary of State filings are submitted in a timely manner, working in conjunction with the designated Board officers/directors

Financial

- 1) Maintain financial records of OCRA and OCRA Cardinal Foundation with copies sent routinely to the Treasurer and the Board
- 2) Assist in yearly budget preparation
- 3) Prepare and make all bank deposits, receive, verify, and prepare checks for payment of bills, and issue invoices as needed, working in conjunction with the Treasurer
- 4) Assist in the preparation of financial statements for Board meetings
- 5) Assist in the preparation of materials to be given to accountant for tax filings and annual audit

Membership

- 1) Maintain accurate database of members and potential members
- 2) Implement mailing and processing of dues
- 3) Update member directory
- 4) Assist in developing promotional materials
- 5) Investigate venues for membership growth

Communications

- 1) Maintain website updates and mass emails
- 2) Assist in the preparation of three issues of *The Buckeye Record*, and endeavor to increase the issues to quarterly (four times per year) in 2019
- 3) Issue other communication pieces to members as directed

Meetings

Annual Conference

- 1) Coordinate site selection and facilities negotiation
- 2) Provide logistical and scheduling arrangements
- 3) Prepare and distribute promotional materials and attendee packets
- 4) Assist in the solicitation of vendors, working in conjunction with the designated Board officers/directors
- 5) Handle meeting registrations
- 6) Provide on-site meeting management
- 7) Monitor budget, receive funds, pay bills, and reconcile conference

Board Meetings

- 1) Assist in agenda development and send notices, in conjunction with the President
- 2) Assist in making location arrangements, in conjunction with the President
- 3) Endeavor to attend all full Board meetings and assist in development of policies when requested
- 4) Provide necessary reports for meetings, in conjunction with the designated Board officers/directors and Committee Chair(s)
- 5) Assist in the taking of minutes, at the request of the Secretary

Additional Events (District Events, Fundraisers, etc.)

- 1) Assist in distribution of promotional materials in conjunction with volunteers administering event
- 2) Handle meeting registrations in advance of event
- 3) Monitor budget, receive funds, pay bills, and reconcile events

COMMITTEE: AWARDS (STANDING)

COMPOSITION: THREE OR MORE MEMBERS

DUTIES AND RESPONSIBILITIES:

1. Award nominations
 - A. In January of each year, prepare for Executive Director the Award Nomination Form for:
 - Glenn W. Stiles Distinguished Service Award
 - Diplomat Award
 - Martin Fincun Award
 - B. Committee may consider nominations for special awards.
 - C. If merited, Committee **may** select award recipient from any or all categories.
 - D. Coordinate with Executive Director on acquisition of appropriate plaques.
 - Consult with Executive Director for past award costs.
 - E. Committee at its discretion may notify award recipient(s) by phone and/or letter in advance of presentation of award through the Executive Director
 - Advise award recipient the recipient and a guest are welcome to attend the awards presentation.
 - F. Select individual to present award.
2. Honorary Membership
 - A. Review any recommendations submitted by membership or committee members.
 - B. Submit honorary membership recommendations to Board for approval; 2/3 majority Board vote required.
 - C. Coordinate with Executive Director on acquisition of appropriate plaque/certificate.
 - D. Notify recipient of honorary membership
 - Advise recipient of honorary membership that a guest is welcome to attend the honorary membership presentation.
 - E. Select individual to present award.
3. Prepare article for *The Buckeye Record* profiling award recipient(s) and honorary member(s)
4. Advise OCRA office to update list of OCRA Past Award Recipients

COMMITTEE: COMMUNICATIONS

BUCKEYE RECORD

COMPOSITION: EDITOR APPOINTED BY PRESIDENT

DESCRIPTION: Endeavor to create a quarterly (but no less than twice per year) publication to inform and educate members about issues, current state and national association events, as well as human interest and other professional or personal well-being topics.

STANDARD INCLUSIONS:

Header, President's Message, Student Page, OCRA Mission Statement, calendar of upcoming events, *The Buckeye Record* deadlines, OCRA membership application, reminder of tax deductibility of OCRA Cardinal Foundation donations, any submitted articles, advertisements, and the Referral Page.

ANNUAL INCLUSIONS: Student scholarship award announcement, Conflict of Interest Policy, and OCRA Contracting Disclosure Policy.

DUTIES AND RESPONSIBILITIES:

- I. Set deadline dates, with Board approval, for submission of materials for winter, spring, summer and fall issues
2. Make contact with new or existing printer and mailing company to establish timeline.
3. Gathering material
 - A. Remind President to timely submit President's Message
 - B. Remind State Directors to timely submit reports.
 - C. Contact Committee Chairs to timely submit reports, if any
 - D. Solicit members, prior to OCRA events, to submit articles and photographs covering events (conference, district/regional meetings, fundraisers, seminars)
 - E. Solicit individuals to submit other articles.
 - Members
 - Instructors
 - Scopists
 - Other professionals (e.g., attorneys, accountants, judges, court administrators, doctors, nurses, and other experts)
 - F. Write articles when necessary.
 - G. Use reprinted material only with permission of publication/author; always identify source.
4. Organize advertising.
 - A. Consult Board regarding advertising rates.
 - B. Solicit new advertisers.
 - C. Verify with OCRA office whether advertisers' accounts are current.
 - D. Confirm ad copy with advertisers.

COMMITTEE: BYLAWS

(As needed)

COMPOSITION: THREE OR MORE MEMBERS

DUTIES AND RESPONSIBILITIES:

1. At request of Board, review Bylaws and submit proposed amendments to Board for approval.
2. After Board approval, submit proposed amendments to the membership 30 days prior to meeting at which amendments are to be considered.
3. Present proposed amendments to membership for vote
4. Review final printing of new amendments in Bylaws for accuracy.
5. Copy President on all correspondence.

COMMITTEE: CONTINUING EDUCATION

COMPOSITION: PRESIDENT-ELECT (CHAIR) AND MEMBERS AS REQUESTED/NEEDED BY CHAIR

DUTIES AND RESPONSIBILITIES:

1. Plan educational seminars and conferences with assistance of Executive Director
 - Secure speakers as far in advance as possible
 - Send letter of invitation to neighbor state association presidents, if requested
 - Review evaluation forms of previous seminars
 - Select seminar topics and speakers.
 - Send speaker letters.
 - Contact NCRA for CEU approval at least 12 weeks prior to seminar date.
 - Revise seminar evaluation form for distribution at seminar
 - Coordinate with Student Relations Committee if student seminar is planned simultaneously.
 - Coordinate with Fundraising Committee to avoid conflicts.
 - Coordinate with Executive Director
2. Establish budgetary guidelines.
3. Scheduling
 - Check calendars for all secular and religious holidays when scheduling seminars to avoid conflicts.
 - Do not schedule seminars in the ten-day period between Rosh Hashanah and Yom Kippur
 - Request NCRA representative (NCRA rep) at least four (4) months before annual conference
 - When NCRA rep is assigned by NCRA President, make personal contact, and inquire about transportation needs to/from airport and arrange same, if necessary. If arriving by plane, volunteer to have someone pick rep up at the airport upon arrival and return to the airport for return flight.
 - Advise rep of scheduled OCRA Board meeting(s), seminars, and annual business meeting. Invite rep to all functions.
 - Advise rep whether he/she will be speaking at annual business meeting or at banquet and inquire about topic and length of presentation.
 - Arrange for fruit basket to be in hotel room of rep upon arrival.
4. Solicit reporters, vendors, and schools to sponsor refreshment breaks, food functions and speakers.
5. Send thank-you note to NCRA Rep
6. Send thank-you note to seminar presenter(s)
7. Send thank-you letters to vendors.
8. Copy President on all correspondence.

COMMITTEE: FUNDRAISING

COMPOSITION: THREE OR MORE MEMBERS

DUTIES AND RESPONSIBILITIES

1. Chairperson or representative attends all Board meetings and prepares report for same
2. Plan, coordinate, and promote fundraising activities; prepare brochure if applicable
 - A. Confer with Continuing Education Chair to avoid scheduling conflicts (if event to be held at annual meeting)
 - B. Invitations: Reporters (members and nonmembers), family, friends, business acquaintances, clients, judges, court administrators, students, and teachers
 - C. Article in *The Buckeye Record*
 - Promote upcoming event (publication lead time permitting)
 - Recap event/pictures
 - D. Enlist help of State Directors and officers to:
 - Sell tickets.
 - Distribute promotional material.
 - Assist at event.
 - E. Solicit funds/prizes from vendors and court reporters.
 - F. Maintain detailed file for subsequent Chairs.
 - Names/phone numbers of contacts for rental of equipment, entertainers, special event coordinators, caterers
 - Menus
 - Notes and suggestions regarding events
 - Income and expense report
3. Determine minimum monetary objective.
4. Select type of fundraiser* (contact past Chairs regarding source material and successful/ unsuccessful events)
5. Select facility, if needed
6. Calculate estimated costs.
7. Coordinate with Executive Director
8. Copy President on all correspondence.

*Suggestions

Steno machine

Howl at the Moon

Golf tournament

Wine-tasting party

Liquor/wine/gourmet gift basket

Bingo party

Spelling bee

Holiday dance/auction

50/50 Raffle

Dart tournament

Talent show

Pie-throwing contest

Mystery theater night

Chinese raffle

Casino night

Kiss the pig

Ball game outing

A night at the races

Art Auction

Silent Auction

Reverse Raffle

Live theater outing

COMMITTEE OR APPOINTMENT: HISTORIAN

(As needed)

COMPOSITION: APPOINTED BY THE PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Arrange for photographs to be taken at events.
2. Maintain scrapbooks/photo albums.
3. Maintain "The History of OCRA" in conjunction with the Executive Director

COMMITTEE: LEGISLATION

(Chair to be same as the Supreme Court Liaison)

COMPOSITION: THREE OR MORE MEMBERS, as appointed by the president and in consultation with Supreme Court Liaison

DUTIES AND RESPONSIBILITIES:

1. With the assistance of the Executive Director and the Board of Directors, monitor Ohio Legislature activities and Supreme Court rule changes.
2. Report to membership on any bills affecting the profession.
3. Assist in the passage of legislation pertaining to the profession where requested.
4. Lay foundation for grassroots campaign
 - A. Obtain current list of all State Legislators, including respective District, Statehouse and local office addresses, phone numbers, and emails.
 - B. Disseminate above information to membership.
 - C. Encourage members to contact their local representative by letter or phone or e-mail to introduce themselves.
 - D. Encourage members to visit their local representatives.
 - E. Send congratulatory card to newly elected/re-elected legislators.
 - F. Provide OCRA-logo-embossed items to legislators*
 - G. Encourage members to attend political fundraisers, unless discouraged by employer policy.
 - H. Encourage members to work, on a personal and individual basis, on their legislators' campaigns.
5. Copy President on all correspondence

**Suggestions: coffee mugs, appointment books, highlighters, pens, coasters, paperweights*

COMMITTEE: MEMBERSHIP (STANDING)

COMPOSITION: VICE PRESIDENT (CHAIR), AT LEAST FOUR MEMBERS AS DETERMINED BY PRESIDENT AND CHAIR

DUTIES AND RESPONSIBILITIES:

1. Develop a network of committee members across the state.
2. Solicit eligible reporters residing in the state to become members of OCRA.
3. Review list published on NCRA's website of newly certified reporters for solicitation of those who are not members of OCRA.
4. Work with Executive Director on sending renewals.
5. Work closely with Executive Director to keep member/nonmember database accurate and current.
 - A. Use printout from NCRA to compare and update OCRA database.
 - B. Surveys to firm owners/chief official court reporters (inquire about independents)
 - C. Review *The Buckeye Record* State Director reports for names of
 - new hires at firms/courthouses
 - reporters changing offices/courthouses
 - reporters leaving Ohio
 - D. Review NCRA website or JCR for names of new RPRs, RMRs, CLVSs, etc.
 - E. Ask schools to inform OCRA of graduates who are working reporters.
6. Oversee production of membership directory annually
 - A. Update Past Award Recipients listing
 - B. Update Honorary Member listing
7. Conduct at least one membership drive annually.
 - A. Mail or email membership solicitation letter to all nonmembers
 - B. Enclose copy of OCRA membership benefits
 - C. Consider use of one-time-only discount or the use of special promotion. (*Obtain Board approval prior to implementation*)
 - D. Follow-up calls to recipients of above solicitation
 - E. Send "Welcome to OCRA" letter to all new members
8. Work closely with Executive Director to follow up on unpaid dues.
 - A. Dues reminder
 - B. Delinquent member 30-day letter
 - C. Exit Survey
9. Submit one article per issue to *The Buckeye Record*
 - A. Emphasize value of OCRA membership
 - B. Encourage members to recruit new members ("strength in numbers")
 - C. Encourage early membership renewal
10. Copy President on all correspondence.

NCRA REPRESENTATIVES/NCSA DELEGATE(s)

In accordance with NCRA's NCSA governing documents, the OCRA Board of Directors shall appoint two (2) Board members to serve as delegates to the National Congress of State Association for a two-year period.

COMMITTEE: NOMINATING (STANDING)

COMPOSITION: IMMEDIATE PAST PRESIDENT (CHAIR) AND FOUR MEMBERS

(Per Constitution and Bylaws: With the exception of the Immediate Past President, no officer or member of the Board of Directors shall serve on the Nominating Committee. No member of the Nominating Committee may be nominated for any office while serving on the Nominating Committee.)

DUTIES AND RESPONSIBILITIES:

1. At the first meeting of the Board following close of the annual conference, the President, with the consent of the Board of Directors, shall appoint the members of the Nominating Committee
2. Request nominations for Officer and State Director positions
 - A. In December of each year, prepare the call for nominations to be sent to the membership for the following positions:
 - President-elect
 - Vice President
 - Secretary-Treasurer
 - Four (4) State Directors
 - B. Email "Acknowledgment of Recommendation of Nomination" letter
 - C. Advise nominees in writing.
 - D. Email "Nominee Interview Confirmation" letter to nominees, if necessary
 - E. Email to nominee(s) appropriate pages from Policies & Procedures Manual, including relevant appendices, describing their respective office(s)/position(s)
 - F. Conduct interviews with nominees.
 - G. Current Officers and Board members may be invited at the committee's discretion
3. Disseminate Nominating Committee report to Board immediately upon completion.
4. Disseminate Nominating Committee report to membership at least 30 days prior to Annual Meeting
5. Chair presents Nominating Committee report at Annual Meeting and calls for nominations from the floor.
6. Be prepared to follow Robert's Rules of Order, Newly Revised in conducting election at the Annual Meeting
7. Copy President on all Committee-generated correspondence.

COMMITTEE: POLICIES AND PROCEDURES (STANDING)

COMPOSITION: THREE OR MORE MEMBERS

DUTIES AND RESPONSIBILITIES:

1. A committee member shall attend all Board meetings to report to Board and to monitor Board action resulting in policy establishment or changes to existing policies.
2. Revise Policies and Procedures Manual, including adding relevant appendices, as policies are established/changed at Board meetings; submit to Board for approval.
3. Annually advise Board Members and Committee Chairs to inform Policies & Procedures Committee of suggested changes to Policies & Procedures Manual
4. Review Policies and Procedures Manual as needed to reflect Bylaws changes; submit to Board for approval.
5. Review final version of new revisions for accuracy; ensure revisions are timely issued to Board Members and Committee Chairs; ensure revisions of manual and any forms are submitted to Executive Director
6. Copy President on all correspondence.

COMMITTEE: PUBLIC RELATIONS

COMPOSITION: COMMUNICATIONS CHAIR, EXECUTIVE DIRECTOR, AND PUBLIC RELATIONS CHAIR APPOINTED BY PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Review seminar evaluation forms
 - Handle negative comments
 - Thank-you to reporters offering positive comments (maybe postcards/hard mailings)
2. Coordinate vendor/booth participation at Ohio Judicial Conference, Ohio Association for Court Administration, Ohio School Counselors Association, and/or any other associations/organizations as approved by the Board of Directors
 - Present realtime at booth or in seminars to demonstrate court reporting and captioning abilities
 - Where possible, make oral presentation with realtime demonstration
 - Review/revamp current court reporting and captioning literature to disseminate at booths/events
3. Look for opportunities to become associate members of professional/industry related organizations:
 - Bar associations
 - Court administrators
 - School counselors
 - Paralegals/legal secretaries
4. Be available for interviews by media.
5. Chairperson or representative attends all Board meetings and prepares written report for same
6. Stay abreast of developments in competing technologies (e.g., ER, AI, voice recognition)
 - JCR articles
 - Bar association articles
 - Periodicals
7. Stay abreast of developments in reporting technologies.
 - JCR articles
 - Visit vendors at exhibitions
 - Attend technology-related seminars
 - Monitor online services
 - Social media
8. Reports
 - Present report at Board meetings
 - Prepare article for each issue of *The Buckeye Record*
9. Copy President on all correspondence.

COMMITTEE: STUDENT RELATIONS AND SCHOLARSHIPS*

**The Chair of the Student Relations and Scholarship Committee shall be tasked with both the student scholarship(s) and new reporter scholarship duties. The Awards Committee Chair may be used for selection of scholarship recipients upon the request of the Chair.*

COMPOSITION: CHAIR TO BE APPOINTED BY PRESIDENT AND AS MANY MEMBERS OF COMMITTEE AS NEEDED

DUTIES AND RESPONSIBILITIES:

1. Chairperson or representative attends Board meetings and prepares report for same
2. Conduct educational seminars and conferences; prepare brochure if applicable.
 - A. Select seminar topics and speakers
 - B. Coordinate with Continuing Education Committee if seminar is held simultaneously
 - C. Coordinate with Executive Director
 - D. Send promotional letter and supply of programs to all court reporting and captioning programs
 - E. Review evaluation forms from previous student seminars
 - F. Compose seminar evaluation form for distribution at seminar
 - G. Solicit reporters/schools/vendors for door prizes/raffle*
 - H. Article in *The Buckeye Record*
 - Promote upcoming event (publication lead time permitting)
 - Recap event/pictures
 - I. Coordinate with fundraising chair to raise funds for student sponsorship to help offset bottom line cost
3. Scheduling
 - Check calendars for all secular and religious holidays when scheduling seminars to avoid conflicts
 - Do not schedule seminar in the 10-day period between Rosh Hashanah and Yom Kippur
4. Promote student membership in the Association.
6. Disseminate factual information with respect to the court reporting and captioning profession
7. Enlist aid of local reporters to visit court reporting and captioning programs.
 - Coordinate with program administrators to visit programs to promote court reporting, captioning, and OCRA
8. Mentoring/internship
 - Enlist reporter volunteers to act as mentors
 - Enlist reporter volunteers to aid students in fulfilling internship requirements
9. Arrange to have an OCRA booth promoting court reporting and captioning at high school career days.

10. Write article promoting court reporting and captioning for placement in high school papers.
11. Administration of new reporter and student scholarships
 - A. Review scholarship eligibility criteria
 - B. Select essay topics for each scholarship
 - C. Work with Executive Director to update award announcement to reflect essay topic and submission deadline
 - D. Send information to schools with announcement and nomination form each December
 - E. Submit timely announcement of scholarship availability to *The Buckeye Record*; encourage donations to OCRA Cardinal Foundation for scholarships (*link for donation available on the OCRA website*).
 - F. Review all submissions and select recipients at least 45 days prior to the annual conference. *At the discretion of the Committee, scholarships award may not be granted.*
 - If needed, interview candidate(s), personally or by telephone, at the discretion of the Committee.
 - G. Advise award recipients in writing of selection no less than 30 days prior to annual conference.
 - H. Arrange with Executive Director for complimentary one-year OCRA membership for all scholarship recipients and a conference registration for student scholarship recipients.
 - I. Arrange with Executive Director for preparation of certificate and check.
 - J. Arrange for presenter of award at Annual Meeting luncheon.
 - K. Submit article to *The Buckeye Record* featuring recipient; article may include winning essay.
12. Copy President on all correspondence.

**Suggestions for student raffle/door prizes:*

Dictionaries: Medical, legal, collegiate, biographical; Proper noun Speller; Atlas; Postal ZIP code directory; Steno paper; Computer supplies; gift certificates; Ink/ribbons

HAGESTROM SPEED CUP CONTEST

COMPOSITION: IDEAL TO BE THE MOST RECENT THREE-TIME SPEED CONTEST CHAMPION (CHAIR) AND ADDITIONAL MEMEBERS AS NEEDED

DUTIES AND RESPONSIBILITIES:

1. Arrange with Executive Director for testing facilities at conference site.
2. Coordinate with Executive Director to promote speed contest.
3. Disseminate contest rules to all registered contestants.
4. Prepare dictation material.
5. Arrange for dictators, monitors, and graders.
6. Coordinate with Executive Director the completion/purchase of
 - Certificates for all qualifiers in each leg
 - Appropriate awards for winners
7. Administer test according to contest rules.
 - Review contest rules on website each December and inform Executive Director of any updates to rules needed.
8. Present awards at annual conference
9. Report speed contest results to Executive Director for submission to NCRA for PDCs to be awarded.
10. Prepare article for *The Buckeye Record* and ensure winners' names are posted on website.
11. Copy president on all correspondence.
12. Arrange to have winner's name engraved on Hagestrom Cup and ensure Cup is maintained by designated member/OCRA representative.

KAROSCIK REALTIME CONTEST

COMPOSITION: IDEAL TO BE THE MOST RECENT THREE-TIME REALTIME CONTEST CHAMPION (CHAIR) AND ADDITIONAL MEMEBERS AS NEEDED

DUTIES AND RESPONSIBILITIES:

1. Arrange with Executive Director for testing facilities at conference site.
2. Coordinate with Executive Director to promote realtime contest.
3. Disseminate contest rules to all registered contestants.
4. Prepare dictation material.
5. Arrange for dictators, monitors, and graders.
6. Coordinate with Executive Director the completion/purchase of
 - Certificates for all qualifiers in each leg
 - Appropriate awards for winners
7. Administer test according to contest rules.
 - Review contest rules on website each December and inform Executive Director of any updates to rules needed.
8. Present awards at annual conference
9. Report realtime contest results to Executive Director for submission to NCRA for PDCs to be awarded.
10. Prepare article for *The Buckeye Record* and ensure winners' names are posted on website.
11. Copy president on all correspondence.