

OHIO CONFEDERATION OF TEACHER EDUCATION ORGANIZATIONS CONFERENCE  
MEMORANDUM OF UNDERSTANDING

PURPOSE

The primary purposes of the Ohio Confederation of Teacher Education (OCTEO) Executive Committee shall be:

1. To organize and manage conferences for the benefit of teacher educators in Ohio, both public and private.
2. To serve as an advisory committee to Ohio Association of Colleges for Teacher Education (OACTE).
3. To generate revenue to support OACTE programs and initiatives.

MEMBERSHIP OF THE EXECUTIVE COMMITTEE

1. The OCTEO Executive Committee shall be advisory to the OACTE organization. The executive committee shall be established to accomplish the purposes of OCTEO.
  - a. The President, President Elect and Past President of each Association (SUED, OAPCTE, OACTE, OATE, and OFDF) as well as the Treasurer from OACTE, and two at-large representatives of SUED and two at-large representatives from OAPCTE. At large representatives shall serve two-year terms and will be elected by SUED and OAPCTE.
  - b. The Executive Committee shall be responsible for implementing activities to achieve the purposes of planning professional conferences;

ORGANIZATIONAL PROCEDURES

1. Chairperson
  - a. The Chairperson of OCTEO shall be the President Elect of OACTE.
2. The OACTE Executive Committee shall hire a Conference Coordinator whose duties

shall include the following:

- i. Organize and plan meeting/conference facilities and arrangements.
- ii. Provide a projected budget for the conference at least 90 days prior to the conference for OACTE approval.
- iii. Maintain financial and administrative records and ensure that the conferences stay within a budget.
- iv. Provide a post-conference report that includes budget and evaluation summary.
- v. Update and Maintain the OCTEO website and e-mail.
- vi. Other activities determined by the OACTE Executive Committee.

#### FINANCE

- a. The financial resources of OCTEO shall be derived from OCTEO conference fees and vendors. OCTEO expenses shall be paid from these monies. OCTEO monies shall be kept in a separate account.
- b. The goal of the OCTEO conference is to generate revenue to support OACTE programs and initiatives. If OCTEO funds are insufficient to cover expenses, the OCTEO executive committee will solicit supplementary funding from the member associations.
- c. The Treasurer of OACTE will serve as the treasurer of OCTEO. The Treasurer shall serve as a member of the Executive Committee.

This MOU goes into effect Spring of 2019.