



5570 Executive Parkway, SE ✦ Grand Rapids, MI 49512
 www.teagr.org ✦ 616.698.1167

Membership Update Form

The Employers' Association is pleased to include your company as a member. The Association staff wants to do all within reason to provide the management services you need to guide your important decisions in employee-employer relations. To deliver these services, we need current information about you, your services and/or products and your employees. We appreciate your assistance in completing this form promptly and returning it to the Association.

| | |
|---------------------------|------------------------------|
| Company Name | |
| Mailing Address | |
| City, State, Zip | |
| Street Address | |
| Phone | FICA Wages (W-3, Item #3) \$ |
| Web site | Total Employees |
| Primary Services/Products | |

To ensure that Association mailing lists, survey questionnaires and reports, special reports, general mailings, and emails are directed to the appropriate staff member, please complete the following information. *See next page for TEA Role Definitions.*

| | Name | Title | Email address | Replaces Previous? Y/N |
|---|------|-------|---------------|------------------------|
| Primary Contact | | | | |
| Company Administrator | | | | |
| Receives Membership Dues <i>(only if different from Company Admin.)</i> | | | | |
| Chief Executive - CEO/President | | | | |
| Human Resources Executive | | | | |
| Training Administrator | | | | |
| Receives survey questionnaires | | | | |
| Receives survey results | | | | |
| Receives Executive Update (Newsletter) | | | | |
| Interested in Round Tables: | | | | |
| CEO | | | | |
| Human Resources | | | | |
| Diversity, Equity, & Inclusion | | | | |
| Learning & Development | | | | |
| Safety | | | | |
| Young Professionals | | | | |
| Receives meeting notices for: | | | | |
| Human Resource Group (HRG) meetings (SHRM Chapter)* | | | | |

* Human Resources Group (HRG) is a local chapter of SHRM (Society for Human Resource Management). Joining TEA waves individual HRG annual membership dues for TEA member employees completing an HRG application. Contact our office for more information about HRG.

| | | |
|---|--------------------------|--------------|
| Authorized Signature <i>(by checking this box you are giving your signature authorization):</i> | <input type="checkbox"/> | Title |
| Print Name | | Date |

(Please email completed form to tea@teagr.org.)

TEA Role Definitions

Primary Contact = the person who is TEA's primary contact and receives key communication regarding your organization's membership. This person will also be given the **Company Administrator** role which is the manager of your online company account on our website, www.teagr.org. This person has access to make contact edits, view history of paid invoices, or pay open invoices/membership dues with a credit card. They will be the person to receive the organization's Dues notices/reminders.

If the listed Primary Contact should not be the one to receive the organization's dues/reminders, please indicate who should receive them in the 'Receives Membership Dues' text field.

Chief Executive – CEO/President = Leader of the organization and the person to receive any TEA Communication we send to member CEOs.

Human Resources Executive = The most senior Human Resources professional in the organization. Often the same as the Primary Contact (and Company Administrator).

Training Administrator = The person(s) to receive our training promotions.

Receives survey questionnaires = The person to receive any TEA Survey Questionnaires.

Receives survey results = The person to receive any TEA Survey Reports, and who has access to download those reports under the 'My Surveys' section of our website.

Receives Executive Update (TEA Newsletter) = The person(s) to receive our monthly Newsletter that provides important updates, helpful articles, and reminders.