



5570 Executive Parkway, SE ✧ Grand Rapids, MI 49512  
 www.teagr.org ✧ 616.698.1167 ✧ fx. 616.698.6624

### 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's office.

Company Name

Mailing Address

City, State, Zip

Street Address

Phone

Fax

Web site

Total Employees

Primary Services/Products

**Primary Contact/Company Administrator for TEA Account**

To ensure that Association mailing lists, survey questionnaires and reports, special reports, general mailings, and emails are directed to the appropriate manager, please complete the following information.

	Name	Phone	Email address
Chief Executive - CEO/President			
Human Resource Executive			
Training Administrator			
Receives survey questionnaires			
Receives survey results			
Receives Executive Update (newsletter)			
<b>Interested in:</b>			
Safety Round Table			
Human Resources Round Table			
Inclusion & Diversity Round Table			
<b>Receives meeting notices for:</b>			
Human Resource Group (HRG) meetings (SHRM Chapter)*			

*\* Membership in The Employers' Association entitles your Human Resources Manager/Administrator the opportunity to belong to the Human Resources Group (HRG), a local chapter of SHRM. TEA members may join HRG for a nominal administrative fee, renewable annually. Contact our office for more information about HRG.*

**Authorized Signature**

**Title**

**Print Name**

**Date**

**(Please fax completed form to (616) 698-6624 or save file and email to lhoffman@teagr.org.)**

*TEA provides practical Human Resource Solutions to West Michigan employers that promote operational excellence and sustainability.*

(Dec. 2017)