



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

** The Primary Contact / Company Administrator is the manager of your online company account at www.teagr.org and has access to make contact edits, view history of paid invoices, or pay open invoices/membership dues with a credit card.*

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	Title	Email address
Chief Executive - CEO/President				
Human Resource Executive				
Training Administrator				
Receives survey questionnaires				
Receives survey results				
Receives Executive Update (newsletter)				
Interested in:				
Safety Round Table				
Human Resources Round Table				
Inclusion & Diversity Round Table				
Receives meeting notices for:				
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.