



## **The Role of Official Representative**

The role of “Primary Contact” for your company’s PEI membership is an important one. You serve as the main point of contact for many important aspects and opportunities of your membership.

Responsibilities Include:

- Serving as the main point of contact for PEI’s official business
- Serving as the main contact for your PEI membership dues renewal
- Keeping the association apprised to any changes in your company’s profile
- Adding new employees to the PEI database who you wish to take advantage of your company’s membership benefits
- Designating “Company Managers” as alternates to keep the company profile up to date (optional)
- Updating your company’s profile for the Directory (online & printed)
- Sharing PEI information with your company’s employees (an example of this could be the Charles D. Kemp Scholarship opportunity)
- Sponsoring a potential new member company if designated and requested
- The opportunity to represent your district/division as a Director
- Voting in the association’s official board of directors’ election for your district or division
- Designating your company’s NACS Show exhibit booth contact (if applicable)

If you feel that you are not the correct person for this role, please let us know and provide us with the name and contact information for whom it should be.

Thank you for being a PEI member!