



Georgia Staffing Association

PO Box 88629
Atlanta, GA 30356

404.549.4525 tel
www.georgiastaffing.org
info@georgiastaffing.org

On behalf of the entire organization, thank you for interest in our industry trade association.

Here you will find information regarding membership, upcoming educational and legislative events, general information about our volunteer participation and our Code of Ethics.

At any time, you can visit our website, www.georgiastaffing.org, for updates.

The Board of Directors is very passionate about making a difference. If you would like to help us in our efforts, we are actively seeking new board and committee members. Please email us at info@georgiastaffing.org with questions or additional information to become involved.

Thank you.

Board of Directors
Georgia Staffing Association



2014 GSA Calendar of Events

<i>Month</i>	<i>Event</i>	<i>Date</i>
January	GSA Board Meeting Legislative Day – Atlanta - Capitol	January 8 January 16
February	GSA Board Meeting Educational Program – Trends, VMS/MSP, Best Practices, Technology	February 12 February 20 - Lunch
March	GSA Board Meeting GSA Social SIA Executive Forum – San Diego	March 13 March 13 March 18-21
April	GSA Board Meeting	April 9
May	Educational Program – Affordable Care Act GSA Board Meeting ASA Law Conference – Washington – Chapter Leadership Meeting ASA Law Conference - Washington	May 8 - Lunch May 14 May 20 (12N – 5PM) May 21-22
June	GSA Board Meeting	June 11
July	GSA Board Meeting GSA Social	July 10 July 10
August	GSA Board Meeting 14 th Annual Golf Tournament – Country Club of the South	August 13 August 25
September	GSA Board Meeting National Staffing Employee Week Educational Program – Talent Retention/Employee Engagement	September 10 September 15-21 September 18 - Lunch
October	GSA Board Meeting ASA Staffing World 2014 – Washington DC – Chapter Leadership Meeting Educational Program – Avoiding Liability/DOL/Appeals	October 8 October 13-15 October 30 - Breakfast
November	GSA Board Meeting GSA Social	November 13 November 13
December	GSA 2015 Board Planning Retreat	December 10



Georgia Staffing Association

BOARD OF DIRECTOR AND COMMITTEE ROLES AND RESPONSIBILITIES

President

Perform all duties expected of the office as required by the bylaws and the board of directors. The President is a member, ex-officio, of all chapter committees and the primary chapter liaison between the local chapter and ASA. After the president completes his or her term, it is important that he or she remain on the chapter board of directors as past-president in an advisory capacity.

Vice President/President Elect

Assists president in carrying out the business of the chapter. Responsible for oversight of membership drives and arranging board of directors meetings. Serves as president in the event of the absence of the president

Secretary

Conducts correspondence with members and others. Prepares minutes and historical records of the chapter. Stays informed of all activities of the chapter and supplies information to the officers. Performs other duties usual to the office of an organization secretary under the advisory supervision of the president and the board.

Treasurer

Responsible for overall fiscal health of association. Responsible for handling and reporting of all financial transactions and preparing financial statements for the Board and membership at specified times. This is a very important job, as all bills must be handled properly in order to maintain the good image of the local chapter.

Membership Committee Chair

Contact every local new member of the chapter to welcome them to the national association, and explain chapter member benefits and involve them in the local chapter. Develop a method of recognizing new members at meetings and encouraging their participation. Assist Executive Director with writing of membership drive letters and promotional materials.

Communications / Public Relations Committee Chair

Seeks public relations opportunities for the chapter and organizes PR campaigns. In addition, publicizes chapter meetings, activities and accomplishments. Responsible for all chapter publications: newsletters, brochures, etc.

Legislative Committee Chair

Monitor, respond to and coordinate chapter members to respond to local, state and national government initiatives.

Programming / Education Committee Chair

Assists president in carrying out the business of the chapter and is specifically responsible for arranging chapter special events.

Golf Event Committee Chair

Organize and plan the annual golf tournament for the Chapter.



GEORGIA STAFFING ASSOCIATION

Staffing Supplier Application for Membership or Renewal

Please Type or Print Clearly:

Name of Company (as you would like it to appear)

Name of designated representative* (Mr./Ms./Mrs.)

Corporate Address
Zip

City

State

()
Phone

()
Fax

E-mail

Web Site Address

*This individual will be sent all chapter mailings and information – only one per associate member.

Company Profile

What is your primary reason for joining GSA?

What year did your company open? _____

What is your firm's total number of offices (including your headquarters office)?

Please include headquarter mailing address:

Does your company provide any kind of staffing services? (Please circle) Yes No
If yes, please explain below:

Does your company recruit personnel for staffing companies? (Please circle) Yes No

Please describe the type of product or services your company provides to the staffing industry:

Would you be willing to volunteer your time in GSA activities?

Political Action Membership **Newsletter** **Public Relations**
 Serve On Board **Programs** **Community Affairs**

Qualifications for Membership

The company applying for associate membership must be a supplier to the staffing industry. A firm may not qualify for associate membership if it operates or has any ownership in a staffing company (except ownership of less than 2 percent of a publicly traded company) unless the staffing company is an active member. GSA members with separate divisions, subsidiaries, or lines of business must enroll those separate operations as dues paying members for those operations to receive GSA benefits.

Associate membership is a non-voting membership in the association. Associate members and branch, franchised, and licensed operations of associate members are entitled to take advantage of member rates for all GSA publications and services including advertising and exhibiting.

All applications are subject to approval by the Georgia Staffing Association Board of Directors

Dues Structure

\$500.00 (USD) Staffing Supplier Member

Dues and other contributions or gifts paid to GSA are not tax deductible as charitable contributions; however, they may be tax deductible as ordinary and necessary business expenses. Federal tax law disallows deductions related to certain types of lobbying and political activities. While most of GSA's lobbying and political activities are not subject to this limitation, GSA estimates that in 2011, 10% of dues revenue will be used for activities that cannot be deducted. Therefore, 90% of your dues may be deductible as a business expense for federal tax purposes. Please consult your tax advisor.

Payment

Payment via credit card may be made online (via PayPal) at <http://www.georgiastaffing.org/> under Membership Information

If you prefer to a mail check, make check payable to Georgia Staffing Association. Mail check to:

Georgia Staffing Association
P. O. Box 88629
Atlanta, GA 30356



Georgia Staffing Association
PARTICIPATION/VOLUNTER
RESPONSE FORM

NAME

COMPANY

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL COMPANY WEBSITE

For future planning, please indicate leadership positions/committee assignments that you would be willing to assume on behalf of the Chapter.

- | | |
|-------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Officer | <input type="checkbox"/> Board Member |
| <input type="checkbox"/> Legislative Committee | <input type="checkbox"/> Membership Committee |
| <input type="checkbox"/> Program Committee | <input type="checkbox"/> Golf Tournament Committee |
| <input type="checkbox"/> PR/Marketing Committee | |

Please provide a brief biographical background regarding your involvement with the staffing industry, and any volunteer or association participation:

Preferences for Volunteer Activities

Please check each of the skills or resources that you may be willing to make available to GSA at least once during 2010

- Hosting a future chapter meeting (in your office conference room or classroom space).
- Contacting your company vendors to promote benefits of joining GSA as an associate member.
- Contact local media to promote national recognition week in October.
- Hosting prospective members breakfast or lunch.
- Making meeting arrangements for future meetings.
- Monitoring governmental or regulatory activities in my district.
- Telephoning prospective members to invite them to join or participate in future program.
- Contacting prospective members after they have attended a meeting.
- Working registration at one future meeting.
- Writing articles for our website.
- Speaking at a meeting on the following topic(s): _____

Thank you so very much for your interest and support!

Please email to info@georgiastaffing.org

Thank you!



2014 INDUSTRY PARTNER LEVELS

PLATINUM - \$5,000

- Premier associate membership in GSA
- Recognized on georgiastaffing.org as a Platinum Industry Partner, including link to your website
- Sidebar advertisement on GSA website
- Logo on every GSA document, including letterhead, email signatures, event promotions, etc.
- Company literature, banner and information at all GSA programs (provided by industry partner)
- Recognized as Platinum Industry Partner at all GSA programs
- Quarterly broadcasts to GSA members regarding company promotions
- One (1) Gold Golf Sponsorship for the current year (provided this Partner Level is secured by July 1.)
- Ability to sponsor GSA events throughout the year

GOLD - \$2,500

- Gold associate membership to GSA
- Recognized on georgiastaffing.org as a Gold Industry Partner
- Sidebar advertisement on GSA website
- Ability to display company literature at all GSA programs (provided by industry partner)
- Exposure at six GSA programs as Gold Industry Partner
- Ability to sponsor GSA events throughout the year

SILVER - \$1,500

- Silver associate membership to GSA
- Recognized on georgiastaffing.org as a Silver Industry Partner
- Sidebar advertisement on GSA website
- Ability to display company literature at three GSA programs (provided by industry partner)
- Exposure at three GSA programs of choice as Silver Industry Partner
- Ability to sponsor GSA events throughout the year

BRONZE - \$1,250

- Bronze associate membership to GSA
- Recognized on georgiastaffing.org as a Bronze Industry Partner
- Sidebar advertisement on GSA website
- Exposure at two GSA programs as Bronze Industry Partner
- Ability to sponsor GSA events throughout the year

PROGRAM SPONSORSHIPS - \$500

- Recognized on georgiastaffing.org as Program Sponsor
- Ability to sponsor GSA events throughout the year
- Ability to display company literature at sponsored event
- Logo on sponsored program literature (agenda, announcements, etc.)

With the exception of the Platinum sponsorship, the Golf Tournament Sponsorships are separate levels from this program.

Industry Partner Levels become valid upon receipt of payment and remain in effect for one year. Anniversary billing will be sent along with any notice of change in value should these levels change in structure.



2014 INDUSTRY PARTNER APPLICATION

Company Name			
Address	City	State	Zip
Phone	Fax		
Email	Website		
Primary Contact			
Title	Email		
Secondary Contact			
Title	Email		

Please provide an overview of your company.

Do you/will you offer GSA Members a discount? If yes, please describe.

- All payments are non-refundable.
- Logo, ads, website address, contact person, and phone number to be used in promotional materials should be emailed to info@georgiastaffing.org. Logo must be in TIF, GIF, or JPG for web promotion, and a copy must be in EPS format for printing purposes.
- GSA reserves the right to determine the suitability of all material submitted for distribution and to reject material that does not meet its editorial or digital criteria. GSA will not accept advertising to recruit regular employees of staffing firms or to buy or sell staffing firm interests, franchises or licenses.
- Sponsor is responsible for providing all information, digital artwork and materials to meet specifications.
- With the exception of the Platinum sponsorship, the Golf Tournament Sponsorships are separate levels from this program.
- Industry Partner Levels become valid upon receipt of payment and remain in effect for one year. Anniversary billing will be sent along with any notice of change in value should these levels change in structure.

Your signature below constitutes your agreement to the terms and conditions in this contract.

Signature

Date



CODE OF ETHICS AND GOOD PRACTICES

As a condition of membership in the Georgia Staffing Association (GSA), each member pledges its support of, and adherence to, the principles set forth below. Through their voluntary compliance with these principles, GSA members acknowledge that such compliance is in the best interests of the staffing services industry, its customers, and its employees. GSA members agree to always strive:

- *To comply with all laws and regulations applicable to their business, and to maintain the highest standards of ethical conduct in the operation of that business and in their dealings with employees, customers, and competitors;*
- *To treat all applicants and employees with dignity and respect, and to provide equal employment opportunities, based on bona fide job qualifications, without regard to race, color, religion, national origin, sex, age, or disability;*
- *To maintain the highest standards of integrity in all advertising, and to assign the best-qualified employees to fill customers' needs;*
- *To determine the experience and qualifications of applicants and employees as the staffing firm deems appropriate to the circumstances, or as may be required by law;*
- *To explain to employees prior to assignment their wage rate, applicable benefits, and hours of work -- And to promptly pay any wages and benefits due in accordance with the terms of the individual's employment and applicable legal requirements;*
- *To satisfy all applicable employer obligations, including payment of the employer's share of social security, state and federal unemployment insurance taxes, and workers' compensation -- And to explain to employees that the staffing firm is responsible for such obligations;*
- *To determine that employees are assigned to worksites that are safe, that they understand the nature of the work the customer has called for and can perform such work without injury to themselves or others, and that they receive any safety training that may be necessary or required;*
- *To take prompt action to address employee questions, concerns, or complaints regarding unsafe work conditions, discrimination, or any other matter involving the terms and conditions of their employment;*
- *To observe the following guidelines to ensure an orderly transition when taking over an account being serviced by another staffing firm:*

- *the outgoing firm and its employees should, whenever feasible, be given reasonable prior notice that the account is being transferred;*
- assigned employees of the outgoing firm should, whenever feasible, be allowed to continue working on the payroll of the outgoing firm for some reasonable transition period; thereafter, they should be given the choice of accepting an assignment with another customer of the outgoing firm if one is available, or applying to stay on their current assignment with the new staffing firm.

These guidelines are not intended to prohibit or discourage any other provisions or arrangements, agreeable to the parties that achieve an orderly transfer of accounts. GSA members are encouraged, whenever feasible, to specifically address the terms and conditions relating to the transfer of accounts in written agreements with their customers.