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| **County Name/Program:** |  |
|  | Example: Los Angeles PG|PC |
| **Principal | Designated Contact** |  |
|  | Authorized Staff Member to Assign Roles |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROLE** | **MEMBER NAME** | **Work Phone #** | **Email** | **MEMBER**  (Yes / No) |
| **Account Owner**: The person who is identified within the organization membership that can assign the subsequent roles | The Account Owner is the Principal or Designated Contact for the County Program | | | |
| **Secondary Contact**: Will have the same permissions as the owner |  |  |  |  |
| **Billing Contact**: Receives and pays the applicable invoices for the individual membership applications and renewals. This can be someone in your Accounting department and does not have to be a member |  |  |  |  |
| **Membership Contact**: Manages the member/renewal list and other permissions (edit member information or request member deletion, retrieve member certification records, change program designation, etc.) |  |  |  |  |

Please complete the form with the name of the individuals on your team that will be filling the new roles to manage your program’s members on the Association’s Member365 platform. You can have one person do all the roles though we do recommend a different secondary contact as a back-up person.