Employee Assistance Roundtable

New Member Guide

Welcome!

You have joined a great organization. Our members represent internally managed employee assistance programs from private companies, and not-for-profit organizations. These businesses represent a wide spectrum of industries, EAP services, and locations, ranging from local EAPs to global organizations.

You have learned a lot about EAR in the application process. We also have been told, that there are still questions members might have after being accepted to the Roundtable. Hopefully this short guide will address some of these questions.

Most of the information summarized here, can be found on the EAR website, often in more detail. Please visit the EAR site *member* section (http://www.roundtable.com/), and take a look at the "bylaws" section in particular. A new member password to access the EAR site is assigned each year at the Spring conference.

Our Legal Status

EAR is registered as a not-for-profit trade organization.

Some of our Objectives (abbreviated)
1. To maintain a professional EAP association in which managers of membership organizations can focus on policy-making and current operational aspects of national and international EAP programs.
2. To enable members to upgrade their knowledge and competency, to permit exchange of information and views, and to share experiences on professional matters.
3. To examine and discuss issues concerned with EAP administration.
4. To identify, study and discuss new opportunities, which evolve from political, social, medical, and economic changes.
5. To interface with industry, government, and academic leaders
6. To provide opportunities for members to develop stimulating personal and professional relationships.
7. To provide PDHs for certification.

Your Board

The Board of Directors serves at the pleasure of the membership and is composed as follows:

The President
The Vice-President
The Secretary
The Treasurer
In addition, there will be one Member-at-Large for each twenty-five member organizations or less.

The term of office for all members of the Board of Directors will be two years. The President, Vice President, Secretary and Treasurer shall be elected in even numbered years and Members-at-Large in odd numbered years.

Elections

The EAR membership is encouraged to nominate officers. A call for nominations will go out to the membership before elections. Board members will be elected during the bi-annual meeting as terms expire. Member organizations may have more than one representative at each meeting, however, each organization has only one vote.

Meetings

EAR members have the opportunity to network and to exchange information with each other throughout the year. However, the full benefit of membership is being realized in attending the Roundtable meetings. EAR ordinarily meets two times a year in Spring and Fall. These meetings will provide a confidential forum in which members can discuss

timely topics, and issues impacting the EAP field. Companies may send more than one representative to the meeting.

Principles

Our membership is guided by the highest standards of ethical conduct. This desire is embodied in two very important principles:

- We maintain an environment free of conflicts of interest between membership organizations and their employee representatives, and
- In order to reap maximum benefit form our interactions, we trust that all information regarding, company news, trends, specific data and shared experiences are strictly confidential, unless otherwise specified.

Peer Relationships

In addition to formal presentations at our annual meetings, we also have planned social events. These gatherings are not only a lot of fun, but are also a great way to meet your peers. The very nature of EAR makes it a select and very accomplished group. This might be potentially intimidating to a new member at first. You will find that this is a very warm and welcoming group. Please join the social events, feel free to join the conversations and start getting to know your peers. Welcome again.