

# »» About Your Membership

## Membership Representatives

All members are asked to select a representative from their organization who will function as the main liaison between AIAG and the member company. This individual is referred to as the “Key Contact.” Organizations with multiple divisions and subsidiaries may find it beneficial to select additional contacts at each division.

## Responsibilities of a Key Contact

The Key Contact is expected to accept the responsibility of communicating pertinent information throughout the member company, and when applicable, to additional contacts selected from divisions and subsidiaries. This information sharing ensures that member benefits are being passed along to key areas within member companies. The Key Contact will:

- Review participation lists and company rosters periodically to keep AIAG information up-to-date.
- Promote AIAG participation throughout the supply chain.
- Ensure membership dues are paid on a timely basis.

## Member Ambassador

Each company is assigned a personal contact at AIAG who will serve as a Member Ambassador. This representative can provide individual assistance, including addressing any questions or concerns. The ambassador’s name and contact information can be found on the enclosed material. Please feel free to forward this contact information throughout your company.

## Renewal Notices

Renewal notices will be sent to the Key Contact approximately 90 days prior to the anniversary date. Dues received between the billing and the anniversary date will not alter the membership anniversary date. Dues received during that period will be applied to the membership anniversary date and amortized over a 12-month period. If dues are not received during the 90-day billing period, a reminder notice will be sent to the key contact when 30 days remain. Renewal calls will be made by your company’s member ambassador.

Prior to sending renewal notices, all memberships are subject to status verification. Memberships requiring status upgrades will be automatically billed to reflect the corrected dues level. A detailed letter explaining the reason(s) for a change in dues will accompany the billing.



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# »» Participation

## Why Should My Company Participate?

The automotive industry's growing interdependence will have a significant impact on future success. Collaboration is more important than ever before to achieve profitable growth. While we cannot control the price of steel or oil and other issues, we can realize significant cost improvements by eliminating inefficiency and redundancy from the supply chain and increasing the effectiveness and speed of our communications—internally and externally. At AIAG, committees are producing standards and guidelines affecting your business in areas like quality, supply chain, and corporate responsibility.

An important dividend of membership is the opportunity to be a part of a solution to an industry problem by working with OEMs, suppliers, and solution providers to drive positive change throughout the global automotive supply chain.

By participating in AIAG initiatives, your company will realize numerous dividends:

- Control in reducing costs associated with waste and process/system redundancy
- An equal say in the resolution of industry issues that impact the global automotive supply chain
- A voice in establishing global automotive standards and guidelines that affect your company's bottom line
- Global representation through AIAG's sister organizations: Odette, VDA, JAMA/JAPIA
- Networking opportunities with industry peers

## How and When Can I Participate?

Volunteer group meetings are open to all AIAG members. Any employee of a corporate member company can attend the meeting of their choice.

Any company with an interest and a stake in the initiatives that are developed at AIAG can participate. A listing of these initiatives or projects, as well as a list of scheduled meetings, can be found at [www.aiag.org](http://www.aiag.org). Meetings are held face to face at the AIAG offices and held via WebEx.

Contact the program manager for any of the following areas of interest.

### Corporate Responsibility & Working Conditions

*Director, Corporate Responsibility: Tanya Bolden, [tbolden@aiag.org](mailto:tbolden@aiag.org)*

### Environmental Sustainability

*Program Manager: Lecedra Welch, [lwelch@aiag.org](mailto:lwelch@aiag.org)*

### Quality

**Quality, Warranty, Special processes, Product Development**

*Director, Quality: Scott Gray, [sgray@aiag.org](mailto:sgray@aiag.org)*

*Program Manager: Karen Whitmore, [kwhitmore@aiag.org](mailto:kwhitmore@aiag.org)*

### Supply Chain Management

**Materials Management, Logistics, Auto ID, RFID, Customs**

*Director, Supply Chain: Lang Ware, [lware@aiag.org](mailto:lware@aiag.org)*



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# »» Resources, Products and Services

## Resources

### Access AIAG Online

AIAG's Web site, [www.aiag.org](http://www.aiag.org), provides fast and convenient access to products, publications, project updates, training, the latest AIAG news and much more. Members can access additional resources not available to the industry at large by logging into the secure site.

### e-Newsletters

Distributed monthly, our e-newsletters cover a range of topics to keep your company abreast of global news, regulations, standards, current initiatives, special events and more.

**E-News Brief** -- Global automotive industry news, member success stories and need-to-know information on AIAG products and events.

**Quality Standards and Tools** -- Initiatives and standards updates to help member companies comply with their customer requirements and achieve continuous improvement within their quality management systems.

**Corporate Responsibility** -- Addresses emerging and global issues in safety, health and the environment affecting member companies and employees worldwide.

**Supply Chain Solutions** -- Important information on customs and supply chain security regulations; materials management and logistics best practices; and auto ID/RFID standards.

## Products and Services

### AIAG Publications

Members receive substantial discounts on standards, guidelines and reports, representing a consensus of best practices for trading partners in the automotive industry. All publications, as well as quality-related manuals, are available for purchase at [www.aiag.org](http://www.aiag.org). The entire publications catalog is also available online. For assistance in ordering, call customer service at (248) 358-3003.

### Quality Manuals

AIAG distributes the quality manuals developed by the joint Chrysler, Ford Motor Company, General Motors Supplier Quality Requirements Task Force (SQRTF) and by the International Automotive Task Force (IATF). View the entire publications catalog at [www.aiag.org](http://www.aiag.org), or you can call customer service at (248) 358-3003 for assistance.

### Special Events and Seminars

Throughout the year, AIAG hosts events focusing on corporate responsibility, auto ID/RFID, IMDS & Customs, etc. Your company can attend, sponsor or exhibit at many of these events at a discounted rate. These are great ways to showcase your company and are valuable networking opportunities.

### Training

AIAG offers cost-effective training in many areas of interest, including the quality initiatives of the Chrysler, Ford Motor Company, General Motors Supplier Quality Requirements Task Force (SQRTF), the International Automotive Task Force (IATF) and ISO. AIAG offers continuing education units (CEUs) for all of its classes. View the entire training catalog online at [www.aiag.org](http://www.aiag.org).



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**AIAG Antitrust Compliance and Copyright Policy**

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Those participating in AIAG committees should proceed with caution to ensure against inadvertent violations of federal and state antitrust laws.

Minutes or other records of all meetings must be kept on file at AIAG to document the topics discussed and an agreements reached. The following topics should be strictly avoided in all discussions at AIAG:

- **Regarding your company's and/or your competitors' product and services:**
  - Do not discuss current or future prices.
  - Do not discuss any increase or decrease in price.
  - Do not discuss pricing procedures.
  - Do not discuss standardizing or stabilizing prices.
  - Do not ask competitors why a past bid was so low, or to describe the basis for a past bid.
  - Do not discuss what is a fair profit level.
  - Do not discuss controlling sales or allocating markets for any product.
  - Do not discuss future design or marketing strategies.
  - Do not discuss credit terms.
  - Do not discuss banning or otherwise restricting legitimate advertising by competitors.
  - Do not discuss allocating customers.
- **Regarding your company's and/or your competitors' selection of their supplier companies:**
  - Do not discuss refusing to deal with a company because of its pricing or distribution practices.
  - Do not discuss strategies or plans to award business or remove business from a specific company.
- **Regarding your company's and/or competitors' trade secrets:**
  - Do not discuss trade secrets or confidential information of your company or any other member.

**Remember: Both your company and you as an individual can be prosecuted for violations of antitrust laws.**

AIAG's copyright policy states that all products developed by AIAG groups are the property of and are copyrighted by AIAG with the exception of those created jointly with another organization and covered by separate agreement. Ownership of intellectual property contributed to AIAG transfers to AIAG as soon as the development of the document begins. If the intellectual property that is contributed is copyrighted, written permission to use the intellectual property is required and the permission statement will be included in the document.

AIAG will acknowledge such contributors in each publication.

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