



## OUR MISSION

To assist members in the continuing development of administrative skills, underlying knowledge and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

## OUR VISION

The Association envisions itself being widely recognized, both by its professional peers and by the broader business community. Its members will demonstrate, through consistent, excellent performance in the workplace, the value of the professional designation - Qualified Administrative Assistant (Q.A.A.). This designation will become an important criterion in the hiring and promotion of key personnel.

**Inaugurated** in October 1955, the Hamilton Branch celebrated its 50<sup>th</sup> Anniversary in 2005. The branch has experienced continued growth as we meet the professional development needs of office professionals across Hamilton and surrounding areas.

**Join us** at our monthly events to network with colleagues and participate in career relevant presentations by guest speakers with quality expertise. We meet at the Scottish Rite Club located on Queen Street South every third Thursday of the month.

5:30 pm - Cocktails

6:00 pm - Dinner

7:00 pm - Guest Speaker & General Meeting

If unable to attend cocktails or dinner - members and guests are welcome and encouraged to join the group after dinner for the guest speaker presentation and the general meeting portion of the evening.

**Guests are always welcome**, come on out to meet us and find out what we are all about. You don't have to be a Q.A.A. student to become a member of the Hamilton Branch.

**Contact us** for more information:

[hamilton-membership@aaa.ca](mailto:hamilton-membership@aaa.ca)

[hamilton-branch@aaa.ca](mailto:hamilton-branch@aaa.ca)



**ASSOCIATION OF  
ADMINISTRATIVE  
ASSISTANTS**

## Hamilton Branch



*Professionalism Through  
Education*

[www.aaa.ca](http://www.aaa.ca)

## Membership Benefits

**Education:** Our Association offers a professional accreditation attained through university-level courses available in post-secondary institutions across Canada (including McMaster University). This accreditation can lead to greater opportunities and financial remuneration to those who have achieved the Qualified Administrative Assistant (Q.A.A.) designation.

**Professional Development:** Branch Speaker Series/Meetings focus on topics that are current and relevant to office professionals.

**Networking:** Branch meetings offer members and guests an opportunity to share information on their place of employment including resources, services and job opportunities available, providing value to the employer as well as the member. Members also take the opportunity at meetings to share challenges, current issues affecting their roles and workplace, brainstorm solutions, and problem-solve.

**Community Awareness:** Meetings are held on the third Thursday of the month at the Scottish Rite Club, Queen St. Hamilton. Members enjoy this opportunity to meet and share opinions and suggestions with their peers.



### What our members are saying about us:

"The Association acknowledges the critical role we play in any work environment and that we are not 'just' secretaries, admins., etc. but an integral part of the team. The glue that holds the mechanics together. We manage, assist and ever doctor staff, and the go to person. Nice to be recognized as an "association." Marisa

"What I like best about the association is hearing the day to day activities that other AA's and EA's experience during work hours - it makes me feel like I am not alone. Not just for the stressful things that happen on a day to day basis but some of the good things that we share." Grace

"The Association has elevated the status of the administrative assistant, through both the promotion of the QAA Program and the coordination of in-house education and camaraderie." Del

"I find this professional Association has provided me with an opportunity to acquire further education in the business field. With the monthly meeting, members have a chance to keep in touch and the information and knowledge the guest speakers bring to us is considered a definite benefit to members, of which I appreciate very much. Alice

## 2009-2010 Events Calendar

Thursday, September 17 - <b>"Defining Your Personal Brand"</b> Louise Taylor Green, Hamilton Health Sciences
Thursday, October 15 - <b>"5 Things You Need to Know About Planning Your Estate"</b> Keith Augustine, Meridian Credit Union
Thursday, November 19 - <b>"The Power of Positivity"</b> Barbara A. Gardiner, Meridian Credit Union
Thursday, November 26 - <b>"Business After Business"</b> Hosted by the Chamber of Commerce and Hamilton Branch
Thursday, December 17 <b>Branch Holiday Season Social</b>
Thursday, January 21 - <b>"Eat Well with Canada's Food Guide"</b> - Cindy Purnomo, Community Food Advisor
Thursday, February 18 - <b>"Products, Solutions &amp; Security for Today's Dynamic Administrative Assistants"</b> - Karla Robson, CIA Computing Ltd.
Thursday, March 18 - <b>"Preventing Workplace Violence: Violence is Not Part of the Job"</b> Jane Hastie, Hamilton Health Sciences
Thursday, April 15 - <b>Branch Annual General Meeting</b>
Tuesday April 20 - <b>Annual Educational Seminar</b> Guest Speaker - to be announced
Thursday, May 20 - <b>"Community Engagement"</b> - Heather Pullen, Hamilton Health Sciences <b>2009/2010 Hamilton Branch Charity Presentation</b> The Childminding Program - HWDSB
Thursday, June 3 to Saturday, June 5 <b>Association of Administrative Assistants 2010 National Annual General Meeting and Q.A.A. Graduation - Barrie, Ontario - details to follow</b>
Thursday, June 17 - <b>Social Event - details to follow</b>