



**ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS**

Hamilton Branch

2011 – 2012 Meeting and Speaker Series

“Professionalism Through Education”

Date	Event	Speaker
Thursday, September 15, 2011	Power of the Pen	Elaine Charal Entertainer/Speaker Extraordinaire Your Best Entertainment Choice
Thursday, October 20, 2011	Importance of the Administrative Assistant's Role in Corporations	Mr. Jim Letwin Jan Kelley Marketing President & CFO
Thursday, November 17, 2011	Counselling-Employee Assistance Program	Wendy Murdock – Executive Director
Thursday, December 15, 2011	Branch Holiday Season - Social - Details to Follow	
Thursday, January 19, 2012	Persistence Pays	Lori Raudnask Professional/Entrepreneurial Woman
Thursday, February 16, 2012	Health & Wellness	Mohamed Mawji Eka Ukaobasi - Personal Training & Nutrition Wellness Specialist
Thursday, March 15, 2012	Gardening Seminar	Terra Nurseries
Thursday, April 19, 2012	Branch Annual General Meeting	
Tuesday, April 24, 2012	Annual Administrative Professional Educational Seminar – Details to Follow	
Thursday, May 17, 2012	Effective Business English AND 2011/2012 Hamilton Branch Charity Cheque Presentation to Inasmuch House	Lois Wright - Mohawk College Language Studies McMaster University Instructor – Continuing Education
Thursday, May 24, 2012 to Saturday, May, 26 2012	2012 National Annual AGM and Q.A.A. Graduation – Toronto, Ontario	
Thursday, June 21, 2012	Branch Social Event - Details to Follow	

The Scottish Rite Club of Hamilton - 4 Queen Street South – Hamilton

5:30 p.m. cocktails 6:00 p.m. dinner

Certification Renewal: Branch Meetings = 2 Points; Annual Branch Seminar = 3 Points

\$23 for members As of January 1, 2012 - \$24 for Members

\$30 for non-members (Dinner & Speaker) // \$10 (Speaker only)

Cheques made payable to: Association of Administrative Assistants – Hamilton Branch

RSVP Denise Moffatt Hamilton-secretary@aaa.ca

**Don't forget your change
for the donation jar to raise funds for our 2011/2012 Charity - Inasmuch House**