



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

MEMBERSHIP APPLICATION

The fiscal year of the Association is April 1 to March 31. Annual fees are determined each year at the Annual General Meeting. The current annual membership fee is \$132.00 with pro-rated fees for NEW members ONLY joining throughout the year. Membership fees are payable with application.

In considering your application, we require information regarding education, business experience, other professional memberships and/or volunteer work. Your resume and a business reference or letter of support from your employer will also be helpful but is optional. All members are encouraged to participate in Association activities.

Name: _____ Home Telephone: _____

Home Address: _____ City: _____

Province: _____ Postal Code: _____

Employer: _____

Title/Position: _____

Work Address: _____ Work Telephone: _____

City: _____ Province: _____

Postal Code: _____ Preferred E-mail: _____

Types of Membership (please check one):

_____ **Regular:** Those who have general education and business training, have experience as an Administrative Assistant or a related field at the time of application.

_____ **Associate:** Those who are deemed to be worthy of membership but do not yet meet the criteria for Regular membership. An Associate member may serve on a Committee but may not serve on the National Board and Branch level executives, does not have voting privileges, and should qualify for Regular membership within two years (ideal for senior students).

_____ **Corporate/Business/Agency:** Those corporations, partnerships, businesses etc., that contribute to the support of the Association. These members shall be entitled to notice of and attendance at all meetings but shall not be entitled to vote at meetings of members of the Association (suitable for companies who wish to receive up-to-date information about the Association and send a staff member to attend meetings).

This personal information is being collected under the authority of Section 11 of the Personal Information Act, S.A. 2003, c.P-6-5. The personal information may be included in a database that is available for distribution to members of the Association of Administrative Assistants for Association use only. If you have any questions about the collection, and use of this information, contact the Director-President of the National Board at contact@aaa.ca.

_____ Yes *I authorize that the personal information contained in this membership application/Q.A.A. student program application may be used in a database for members of the Association of Administrative Assistants only.*

Signature of Applicant

PRO-RATED FEES FOR NEW MEMBERS ONLY					
April	\$132.00	August	\$88.00	December	\$44.00
May	\$121.00	September	\$77.00	January	\$33.00
June	\$110.00	October	\$66.00	February	\$22.00
July	\$ 99.00	November	\$55.00	March	No fee

Please contact the Association and/or Branch Membership Chair to make sure you are within a Branch area prior to sending your cheque.

For more information on the type of membership you should apply for and for fees relating to Corporate Membership, please contact: membership@aaa.ca

Please mail your completed application, with attachments, to the nearest Association address:

- Barrie/Simcoe County Branch:** Membership/ Registrar
c/o 96 Chaucer Crescent Barrie, ON L4N 4T7
Email: Barrie-Simcoe-membership@aaa.ca
- Calgary Branch:** Membership / Registrar
c/o 96 Tuscany Valley Way NW Calgary, AB T3L 2B6
E-mail: Calgary-membership@aaa.ca
- Edmonton Branch:** Membership / Registrar
c/o 8721 - 181A Street Edmonton, AB T5T 0Y7
E-mail: Edmonton-membership@aaa.ca
- Greater|Grand Sudbury Branch:** Membership / Registrar
c/o 2 Lexington Court Sudbury, ON P3A 5S1
E-mail: Sudbury-membership@aaa.ca
- Hamilton Branch:** Membership / Registrar
c/o 3 Cedar Lane, R.R. #2 Burford, ON N0E 1A0
E-mail: Hamilton-membership@aaa.ca
- Toronto Charter Branch:** Membership/ Registrar
c/o P. O. Box 5107, Station A, Toronto, ON M5W 1N4
E-mail: Toronto-membership@aaa.ca
- Members-at-Large:
(MAL)** Director-Vice President & Member-at-Large Liaison
c/o P. O. Box 5107, Station A, Toronto, ON M5W 1N4
E-mail: MAL-membership@aaa.ca

Members-at-Large are those individuals applying for membership in an area not within commuting / driving distance of a Branch.

CHECKLIST

Have you enclosed the following?

- _____ Completed Membership Application Form
- _____ Your resume
- _____ A business reference or letter of support from your employer (optional)
- _____ Your cheque payable to the **Association of Administrative Assistants**