



**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 **\$144.00** 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: _____ **Home City:** _____

Home Province: _____ **Home PC:** _____

Employer: _____

Title / Position: _____

Company Address: _____ **Company Phone:** _____

Company City: _____ **Company Prov:** _____

Company PC: _____ **Preferred Email:** _____

Branch Joined: _____

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).

PRO-RATED FEES FOR NEW MEMBERS ONLY					
April	\$144.00	August	\$96.00	December	\$48.00
May	\$132.00	September	\$84.00	January	\$36.00
June	\$120.00	October	\$72.00	February	\$24.00
July	\$108.00	November	\$60.00	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 38 County Road 6 South, Perkinsfield, ON L0L 2J0
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 77 Bloor Street, Apt 3, Sudbury, ON P3C 2K5
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 1005 – 36 East Street, Oakville, ON L6L 5K2
E-mail: Toronto-membership@aaa.ca
- Members-at-Large:
(MAL)** Director-Vice President & Member-at-Large Liaison
c/o 8212 - 10 Street SW, Calgary, AB T2V 1M8
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**

Use of Personal Information Obtained from Membership Application, Renewal Form, and Q.A.A. Enrolment Forms:

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 documents published by Association which include but are not limited to the Annual Report, Membership Directory, the Association's website, and other related publications. 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 hereby authorize the Association of Administrative Assistants to publish my name in the Association's Annual Report, Membership Directory, other related publications, and the Association's website.

No I do not authorize the Association of Administrative Assistants to publish my name in the Association's Annual Report, Membership Directory, other related publications, and the Association's website.

Use of Photos on Website, Newsletters, and Other Publications, and Electronic Media:

Yes I hereby authorize the Association of Administrative Assistants to publish my photograph in the Association's Annual Report, Membership Directory, other related publications, and the Association's website.

No I do not authorize the Association of Administrative Assistants to publish my photograph in the Association's Annual Report, Membership Directory, other related publications, and the Association's website.

Signature of Applicant

Date