



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 yearly membership fee as of April 1, 2009 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, and have experience as an Administrative Assistant and are employed in such function, or a related field, at the time of application. This also applies to new Q.A.A. students.

_____ **Associate/Student:** Those persons and students enrolled in a post-secondary institution who, in the opinion of the Association, are deemed to be worthy of membership but do not yet meet the criteria for Regular membership. An Associate/Student 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 four (4) years.

_____ **Corporate/Business/Agency:** Persons, corporations, partnerships and other legal entities as are approved by the National Board who or which contribute the annual fees established by the Board towards the support of the Association in each membership year. Corporation/Business/Agency members shall be entitled to notice of and attendance at all meetings; shall be entitled to attend all meetings of members, but shall not be entitled to vote at meetings of members of the Association.

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 (Regular / Associate)					
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 pro-rated fee

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 indicate below which branch you wish to be associated with (or Member At Large – MAL). Please mail your completed application, with attachments, to your preferred Association address:

- Barrie/Simcoe County Branch:** Membership/Registrar
c/o 96 Chaucer Crescent, Barrie, ON L4N 4T7
E-mail: Barrie-Simcoe-membership@aaa.ca
- Calgary Branch:** Membership / Registrar
c/o 96 Tuscany 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:** Membership/Registrar
Address
e-mail
- Hamilton Branch:** Membership / Registrar
c/o 3 Cedar Lane, R.R. #2, Burford, ON N0E 1A0
E-mail: Hamilton-membership@aaa.ca
- Toronto Branch:** Toronto Charter Branch
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 #423, 10407 – 122 Street, Edmonton, AB T5N 4B8
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 (pages 1 and 2)
- _____ Your resume
- _____ A business reference or letter of support from your employer (optional)
- _____ Your cheque payable to the **Association of Administrative Assistants**