



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

2016-2017 NEW MEMBERSHIP APPLICATION

Annual fees are determined each year at the Annual General Meeting. A pro-rated fee is available for **NEW** Regular members joining the Association throughout the year. Membership fees are payable with the 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 Postal Code:	_____
Employer:	_____		
Title / Position:	_____		
Company Address:	_____	Company Phone:	_____
Company City:	_____	Company Province:	_____
Company Postal Code:	_____	Preferred Email Address:	_____
Branch Joined:	_____		

Types of Membership (please check one):

- Regular - NEW:** Those who have general education and business training, have experience as an Administrative Assistant or a related field at the time of application. **Annual Fee for 2016-2017: \$156.00**
- RENEWAL ONLY:** Current members renewing their membership. **Annual Renewal Fee for 2016-2017: \$156.00*** (*prior to September 1, 2016 – those received after September 1st will be charged a late fee of \$20.00)
- Student:** Attending a post-secondary institution full time (must provide transcripts as proof). A student member may serve on a committee or branch Board but may not serve on the National Board. **Annual Fee: \$50.00**
Note: QAA students must be regular members for at least one year prior to graduation.
- Retired:** Those retired from an Administrative Assistant or a related field at the time of application. **Annual Fee: \$50.00**

For **Health Services Personnel**, if you would also like to belong to the following virtual subgroup – also check the box below:

- Health Services Administrative Professional - a division of the Association of Administrative Assistants**
Note: you will continue to be part of a specific branch but will be given the opportunity to virtually connect with a group dedicated to the field of health services administration.

For more information on the type of membership you should apply for, please contact your branch membership chair (see page 3)



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Collection of Personal Information Obtained from Membership Application, Renewal, and QAA Enrollment Forms:

Personal information is collected for the purpose of maintaining membership records with the Association of Administrative Assistants. The information is maintained in a master database that is circulated to the National Board of Directors and Branch Executive Members of the Association of Administrative Assistants. 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

The Association may wish to include your name and/or photos in documents published by Association which include but are not limited to the Annual Report, Membership Directory, the Association's website, and other related publications.

Use of Personal Information in Association Publications and Electronic Media:

- 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.

E-mail subscribe/un-subscribe:

- Yes I consent to receive emails from Association of Administrative Assistants until my membership expires
- No I do not wish to receive further emails from Association of Administrative Assistants

Please note, those members replying No will not receive any communication from the Association apart from legal notices. If you subscribe yes, you may unsubscribe at any time.

Use of Photos in Association 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

CHECKLIST - Have you enclosed the following?

- Completed Membership Application Form
- Your resume
- A business reference or letter of support from your employer (optional)
- Membership payment



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FEE STRUCTURE:

PRO-RATED FEES FOR NEW MEMBERS ONLY					
September 2016	\$156.00	January 2017	\$104.00	May 2017	\$52.00
October 2016	\$143.00	February 2017	\$91.00	June 2017	\$39.00
November 2016	\$130.00	March 2017	\$78.00	July 2017	\$26.00
December 2016	\$117.00	April 2017	\$65.00	Aug 2017 applications will be processed in September 2017 at the full Annual Fee*	

PAYMENT OPTIONS:

OPTION 1: E-TRANSFER/EMAIL MONEY TRANSFER

If your personal bank offers the E-Transfer option, E-Transfer instructions are typically found on the bank's website. Depending on your bank, a small fee may be incurred by the originator for E-Transfers. Please email money transfers to the National Director-Treasurer, Wendy Neelin, QAA at treasurer@aaa.ca. Please advise in a separate email the security question and answer that you created for the E-Transfer.

OPTION 2: CREDIT CARD VIA PAYPAL

Please send an email to the National Director-Treasurer, Wendy Neelin, QAA at treasurer@aaa.ca indicating that you would like to pay your membership fee by Credit Card. You will be emailed a Money Request through PayPal after which you may complete the payment process directly via PayPal. You do not need a PayPal account to pay with this method.

OPTION 3: PERSONAL OR COMPANY CHEQUE

Payable to the "Association of Administrative Assistants" and mail to:

Association of Administrative Assistants
c/o Wendy Neelin, QAA
4544 Colebrook Road
Harrowsmith, ON
K0H 1V0

*** Please ensure that your name and branch are indicated on the cheque ****

Please e-mail your completed application, with attachments, to the following e-mail address. Please indicate the method of payment when submitting your membership application form:

Barrie/Simcoe County Branch:	E-mail:	Barrie-Simcoe-membership@aaa.ca
Calgary Branch:	E-mail:	Calgary-membership@aaa.ca
Edmonton Branch:	E-mail:	Edmonton-membership@aaa.ca
Fort McMurray Branch:	E-mail:	Fort-McMurray-membership@aaa.ca
Hamilton Branch:	E-mail:	Hamilton-membership@aaa.ca
Toronto Charter Branch:	E-mail:	Toronto-membership@aaa.ca
Members-at-Large:	E-mail:	MAL-membership@aaa.ca
Vancouver Branch:	E-mail:	Vancouver-membership@aaa.ca

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