**Guide to Forming an Administrative Assistants’ Organization**

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**Purpose**: To provide a professional network

for administrative assistants.

**Benefits**:

1. Association:
   1. Increasing subscribers to services.
   2. Decreasing communication barriers.
2. Administrative Assistants:
   1. Developing skills in leadership, problem solving, time management, communication, and planning events.
   2. Networking with other peers from across the state.
   3. Gaining knowledge in areas of federal, state and legal compliance.

**Questions to Ask Yourself and Your State Association:**

1. Does your association have personnel that can devote time to the organization?
2. Do you need approval by your board of directors to form the organization?
3. What demonstrable benefit will your association realize?

**Recruiting Members:**

1. Is there interest from the administrative assistants in your state to form an organization?
2. How will the association inform the administrative assistants of the new organization and advertise?

**Organizational Meeting:**

1. When and where will you meet.
2. Name of the organization, bylaws, and logo.
   1. Bylaws – who can belong, officers, directors, terms, etc.
3. Membership Fees.
4. Goals/objectives.
5. Charter members.

**Budget**

1. Sponsors for the organization.
2. Registration fees for meetings and lunch for guests.
3. Meeting information included in district mailings?

**Meetings:**

1. Topics, speakers, materials, name tags, certificates, etc.
2. Door prizes and goodie bags.
3. Sponsors and donors.
4. Food/drinks.
5. Evaluation.

**Committees**

1. Program Planning.
2. Nominating.
3. Professional Assistants.
4. Mentoring.