

WHO WE ARE

The Alabama Association of Administrative Assistants (AAAA) was organized under the umbrella of the Alabama Association of School Boards (AASB) in 2012 to provide professional development and networking opportunities for those who directly or indirectly support school boards.

AAAA is designed to enhance the work of administrative assistants, secretaries, and other office professionals whose contributions help make it possible for school boards to successfully carry out their duties and whose work is so crucial that conducting it improperly could have legal implications for school boards.

AAAA also endeavors to ensure a pool of professionals skilled and knowledgeable about the unique role of the administrative assistant/school board secretary.



**ALABAMA ASSOCIATION OF
ADMINISTRATIVE ASSISTANTS**
c/o Alabama Association of School Boards
43 S. Jackson Street
Montgomery, AL 36104

Phone: 800/562-0601
or 334/277-9700
Fax: 334/270-0000
aaaa@AlabamaSchoolBoards.org

Alabama Association of
Administrative Assistants

MEMBERSHIP BROCHURE



Professionals sharing together

www.AlabamaSchoolBoards.org



MEMBERSHIP APPLICATION

ALABAMA ASSOCIATION OF ADMINISTRATIVE ASSISTANTS (AAAA)

NAME: _____

TITLE: _____

SCHOOL BOARD: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: (_____) _____

DIRECT DIAL NUMBER OR EXTENSION:

(_____) _____

FAX NUMBER: (_____) _____

E-MAIL ADDRESS: _____

**Please remit \$100 dues check
(for dues year that runs July 1 to June 30)
payable to the Alabama Association of
Administrative Assistants:**

Alabama Association of Administrative Assistants
P. O. Box 4980
Montgomery, AL 36103-4980

If you have any questions regarding this application,
call 334/277-9700 or email
membership@AlabamaSchoolBoards.org.

Save time. Join Online!

Go to www.AlabamaSchoolBoards.org, hover over the
"Members" tab and choose "Secretaries"



ANNUAL CONFERENCE

Each year members of AAAA will gather for a professional development conference. Locations and dates may vary. When conference details are determined, they will be posted on the "secretaries" page under the "members" tab at AlabamaSchoolBoards.org. A conference registration fee is required. A block of discounted hotel rooms will be available. Prompt reservations are strongly encouraged since rooms are first come, first served and often sell out early.

FROM THE PRESIDENT

Marilyn Speake
Tallassee Board of Education

As the president of the Alabama Association of Administrative Assistants organization (AAAA) and on behalf of the officers of this organization, we extend a great thank you to AASB and superintendents for their foresight and support.

It is my honor to extend a personal invitation to you to join AAAA. Your membership will include targeted training that will help you to achieve success. Through workshops and conferences, AAAA will provide training that pertains to the duties you perform. This organization's primary goal is to put valuable information and resources in your hands that will help you meet the needs of your board, superintendent and community stakeholders.

We invite you to talk with your supervisor about becoming a part of this outstanding team. Do not miss an opportunity to become a part of a network of other board administrative assistants with life-changing goals. Enclosed is the application to join.

**Best wishes for continued success.
Please feel free to contact us if additional information or clarification is needed.**