

Association of Executive and Personal Assistants (ASEPA)

MEMBERSHIP APPLICATION for ASEPA



ASSOCIATION OF EXECUTIVE AND PERSONAL ASSISTANTS

It includes all Elite or top level Administrative Assistants and persons providing Secretarial or Administrative Support

OBJECTIVES

- (a)* Key stakeholders within the Executive, Personal Assistants and Office Administrative Professionals Sector.
- (b)* Establish Regulations, Policies and Guidelines within the Practice of Executive, Personal Assistants and Office Administrative Professionals Sector by providing steps to improve service delivery.
- (c)* To sensitize practitioners about the need for Executive, Personal Assistants and Office Administrative Professionals to achieve countrywide compliance.
- (d)* Create an enabling environment for Executive, Personal Assistants and Office Administrative Professionals.
- (e)* To list down various innovative tools available to assess and improve the service delivery.
- (f)* The Association is non-political, non-religious and non-tribal.
- (g)* The Association shall form branches.
- (h)* Create a forum for the Executive, Personal Assistants and Office Administrative Professionals to interact and deliberate on emerging issues affecting the Office Administrative Professional Standards and Ethics.
- (i)* Establish a code of conduct for the Executive, Personal Assistants and Office Administrative profession and enforce observance by the Members
- (j)* Career Development for the Executive, Personal Assistants and Office Administrative Professionals
- (k)* Setting of Professional standards to confer recognition to Executive, Personal Assistants and Office Administrative Professionals who perform exemplary work.
- (l)* Build capacity and identify opportunities for virtual Assistants
- (m)* Capacity building of Executive and Personal Assistants
- (n)* Explore the Executive and Personal Assistant Profession with a view to improving service delivery
- (o)* Empowerment of the Executive, Personal Assistants and Office Administrative Professionals
- (p)* Create a tool kit for standards of practice for Executive, Personal Assistants and Office Administrative Professionals.

#ASEPA100 Founding Member

\$50 (ksh5000) Annual Fee and \$10.00 (ksh1000) a month

Founding Membership benefits Includes:

- #ASEPA Founding Member Certificate
- #ASEPA Newsletter
- Founders Recognition Gift
- Private Virtual Forum
- Monthly Training
- VIP Access ASEPA sponsored events
- VIP Access ASEPA educational events
- Invitation to Private VIP events during International Executive Assistants' Symposium and Recognition at Annual PAYA Event

Volunteer Opportunities for Members

- Events
- PR/ Communications
- Membership
- Sponsorships
- Leadership
- PAYA Awards

Membership is payable by Cash, Cheque, Debit or Credit Cards, bank transfer/deposit or through our secure payment portal found at:

<http://www.ASEPA.org>

Interested in becoming an ASEPA Community Ambassador? Please contact us at info@ASEPA.org

MEMBERSHIP APPLICATION FORM

PERSONAL DETAILS

Name:	
Address:	
Postcode:	
Main Contact Number:	
Mobile Number:	
Email address:	
Additional Information: Please disclose any involvement	If you have any specialist skills, qualifications, knowledge or even just some specific interest or availability (time), that you are able to offer to assist with things such, Project Idea's, research, monitoring, content management/updating of websites, leaflet distribution or even just being able to get out and about to speak to people in your immediate area, then please mention them below:

** Information supplied will only be visible to ASEPA members and key project partners **

AGREEMENT and SIGNATURE

SIGNATURE:	
DATE:	

**** THANK YOU FOR COMPLETING THIS APPLICATION FORM AND YOUR INTEREST IN BECOMING A MEMBER OF ASEPA ****

C.C.A. Administration use only:	
MEMBERSHIP NUMBER:	
Start Date:	
End Date:	
Misc:	