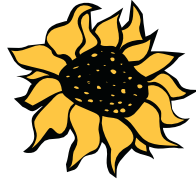


Purpose of the AAKC

The Administrative Assistants of Kansas Cities was formed from a desire to promote and improve proficiency of its members and public administration in Kansas, and provide a network of information, ideas and support to its members.



History

The Organization was formed on January 7, 1992 at a meeting attended by 17 secretaries from Kansas cities. On May 7, 1992, the Kansas Association of City/County Management voted to endorse and support AAKC. At that point a delegation from the organization approached the Kansas League of Municipalities to request affiliation. Administrative Assistants of Kansas Cities became an affiliate association of the League of Kansas Municipalities on July 18, 1992. In September of 2001, membership was expanded to include members who work directly under a department head, supervisor or administrator in the position of secretary or assistant.

AAKC Committees

Professional Development Committee

Education, training, promoting professionalism.W

Public Affairs Committee

Liaison to League of Kansas Municipalities and KACM.

Publications Committee

Newsletter, history, handbooks, brochures web site.

Membership Committee

Recruitment, involvement & retention, membership roster.

Public Relations Committee

Welcoming new members, directory, continued contact with membership throughout the year.

Meetings

The organization meets semi-annually. A two day conference is held the first week in April and a day meeting is held the second Friday in September.

Membership Dues

\$35.00 – per year.

Code of Ethics

Believing in Freedom throughout the World allowing increased cooperation between City Administrative Assistants and other officials, locally, state-wide and nationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a City Administrative Assistant; To uphold the constitutional government and the laws of my community;

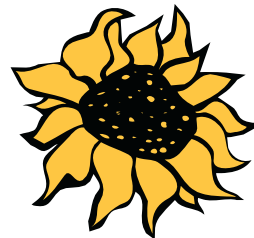
To be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service; and

To strive constantly to improve the administration of the affairs of City Government consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to City Government and the community.

These things I, as an Administrative Assistant in City Government, do pledge to do in the interest and purpose for which our government has been established.



Membership Application



Name: _____

Place of Employment: _____

Job Title/Description: _____

Work Address: _____

Phone: _____

Fax: _____

E-mail: _____

Birthdate: _____

Activities and Interests: _____

Signature: _____

Date: _____

Approved by: _____

Date: _____

(Mail completed form to: Lesley Shook, Membership Chair, City of Arkansas City, PO Box 778, Arkansas City, KS 67005)

Members must:

- Be employed by a municipality having a manager /administrator form of government.
- Work directly with the City Manager or Assistant City Manager in the position of Administrative Assistant or Secretary. (May serve a joint position within the City Government such as City Clerk, City Treasurer, etc.) OR
- Work directly under a department head, supervisor, or administrator in the position of secretary or assistant.



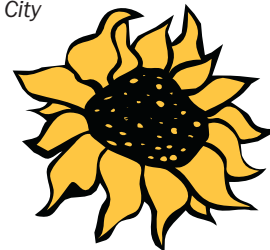
Administrative Assistants of Kansas Cities
An affiliate of the League of Kansas Municipalities

"I believe the organization of Administrative Assistants of Kansas Cities is a proven asset for local government in Kansas. The members of this organization have pooled their talents and interests to better advance and enhance their knowledge of their profession. Their meetings, conferences and workshops enable them to be better informed to carry out their duties and responsibilities. They are providing another layer of expertise in their employment as Administrative Assistants."

-Virgil Basgall

"The Administrative Assistants of Kansas Cities (AAKC) is a worthwhile organization which focuses on professionalism and training for professional growth. I encourage Administrative Assistants and Secretaries working in Kansas cities to join and participate in AAKC."

*-Curtis Freeland, City Administrator,
Arkansas City*



Come grow with us!

Are you an administrative professional working in city government?
Learn how our organization can help you grow personally and professionally.

visit us at www.aakc.org



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