



An Affiliate of the League of Kansas Municipalities

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COMMITTEES

Members Affairs

Membership

Professional Development

Publications/Logo Standards

Website/Social Media

Administrative Assistants of Kansas Cities was formed on January 7, 1992. Seventeen secretaries from Kansas cities would attend this meeting with a desire to promote and improve proficiency of its members as well as provide a network of information, ideas, and support to its members. On May 7, 1992, the Kansas Association of City/County Management voted to endorse and support AAKC. Later, on July 18, 1992, Administrative Assistants of Kansas Cities would become an affiliate association of the League of Kansas Municipalities.

There is a two-day conference in April, a single day conference in September, and a Kansas area network of administrative assistants available to help answer questions and give support at a moment's notice. Below is a list of requirements to become a member:

- Be employed by a Kansas municipality or unified City/Council Government & have a manager/administrator or mayor form of government;
- Work directly with the City Manager, Assistant City Manager, Department Head, Administrator or Supervisor in the position of Administrative Assistant or Secretary;
- May serve a joint position within City Government such as City Clerk, City Treasurer, etc.;
- \$50.00 annual membership fee.

Come grow with us and learn how our organization can help you grow personally and professionally. Please complete the membership form below:

Name: _____ Work Phone: _____
 Title: _____ Birth Date: _____
 Email: _____
 Municipality: _____ Number or Years with Employer: _____
 Work Address, City, State, Zip: _____

How did you hear about us? _____

Activities/Interest: _____

Please review the committees below and pick one you would like to serve on.

- Members Affairs:** Promote teamwork and encourage involvement in AAKC; maintain and acknowledge member birthdays; purchase gifts for members special occasions, assist with AAKC booth set up at LKM or CCMFOA.
- Membership:** Plan and promote methods to encourage and acquire new members. Track, award and present the Ten (10) Year Service Awards.
- Professional Development:** Advise host city in conference planning; create and maintain conference packet guidelines; encourage members to obtain professional certifications.
- Publications/Logo Standards:** Provide oversight to maintain and update publications explaining the organizations objectives, programs, and activities.
- Website/Social Media:** Advocate for the organization through website and social media channels. Assist new members with website navigation and ensure the ongoing maintenance and updating of both website and social media content.

Signature: _____ Date: _____

Make Payment to: AAKC
Mail Completed form and payment to:
Stacie Stromberg | City of Leawood | 4800 Town Center Dr | Leawood, KS 66211

Office Use Only:

- Email to Membership Committee
- Deposited Check
- Received Check
- Entered on Website