



Growth

Attitude

Enthusiasm

Opportunity

Professionalism

<http://www.geocities.com/gaeoponline/>

A TRADITION OF EXCELLENCE

In 1937 a group of Atlanta secretaries decided a state organization was needed to offer opportunities for professional growth and personal development ... the Georgia Association of School Secretaries became a reality. Its purpose, constitution, and goals were patterned after the national association, and there was even a mascot to go with Nancy National. Charter members numbered 28, dues were 50 cents, and the first president was Mildred Hutcheson. Vital records were lost and little is known about the early years of GASS. We do know that the fledgling organization changed its name to the *Georgia Association of Educational Secretaries* in the 50's and its first newsletter, The Georgia Educational Secretary, was published in 1952 at the request of President Margaret Wynn. The organization continued to grow slowly but surely.

In 1979, the name was changed to follow National's lead and became the *Georgia Association of Educational Office Personnel* in an effort to assure all clerical personnel in Georgia that this was their professional association. Another newsletter was introduced in 1975 by President Annette Ford, and Superintendent Charles Ford, of Ware County, who became GAEOP's first honorary member, for naming our new publication The Secre-Teller.

In 1982, a member's handbook was developed; a motto and organizational colors were developed and GAEOP continued to provide professional opportunities for its members through conferences and meetings. We are proud of what GAEOP has become and honor the elements of excellence that have been contributed by members and officers throughout the years. It is with confidence and pride that we look forward to the exciting adventure of the 21st century

In 1991, we changed our name to our present name, *Georgia Association of Educational Office Professionals (GAEOP)*. Our newsletter took a new name in 2000, and is known as: The Communicator.

GEORGIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS MEMBERSHIP APPLICATION

Membership Year July 1 - June 30

- New Membership \$20.00
- Renewal Membership \$20.00
- Associate Membership \$20.00

- Retired Membership \$ 5.00 (Annual)
- Life Membership \$300.00 (May be paid in quarterly payments)

Make Check Payable to: **GAEOP**
Mail to: Treasurer of GAEOP

Name: (Mrs., Ms., Miss, Mr.) _____

Mailing Address: _____
State _____ Zip _____ County _____ City _____

Telephone: (H) _____ (W) _____ FAX: _____
Local Assoc _____ NAEOP Member:

School System: _____ E-Mail Address: _____
 Elementary Middle School Secondary Higher Ed. State Dept.
 Admin. Vocational Retired Other (Specify) _____
 Recruited by (Name) _____

What is GAEOP

It is members . . .

All persons engaged in clerical, secretarial, or other forms of office work in educational systems in Georgia or in organizations concerned with education shall be eligible for membership in the Georgia Association of Educational Office Professionals.

Membership year extends from July 1 to June 30 and the annual dues shall be that as established by the membership.

It is affiliation . . .

Affiliation with the National Association of Educational Office Professionals provides members with increased resources and research to help in professional development. Membership in NAEOP entitles members to life insurance, legal services, and discount buying. www.naeop.org

It is a code of ethics . . .

As educational office employees we affirm our belief that an education is the birthright of every child and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office employee and the importance of the contribution made in such a position.

It is a creed . . .

We pledge to dedicate our services to the children we serve; support the efforts of the professional educator; accept community involvement as essential to the educational process; observe the highest ethical standards in our personal and professional relationships; honor our profession by adopting and following professional standards; affirm the principles of leadership through allegiance to our community, our state, and our nation; acknowledge that our professional

associations provide opportunities for personal development and professional growth.

It is a purpose . . .

GAEOP strives to elevate the standards of the association; to cultivate a spirit of goodwill and understanding among all employees; to develop an efficient and professional staff; to pool ideas and ideals for the purpose of offering efficient service to the community.

To seek certification, for placement on the state payroll, and for coverage under state health insurance for the educational office employee.

It is fellowship . . .

Membership in GAEOP will stimulate enrichment of a member's personal life by forming lasting friendships and providing many opportunities for professional growth by associating with the dedicated and committed members of the educational profession.

BENEFITS and SERVICES

PROFESSIONAL GROWTH: A fall and spring conference is held each year. The fall conference provides an opportunity to participate in general sessions, workshops organized to provide information to the present concerns of all educational office professionals and GAEOP business meeting is held. At the spring meeting Member and Administrator of the Year Awards are presented, officers are installed, and Student and Member Scholarship recipients are recognized

CERTIFICATION AND PROFESSIONAL STANDARDS PROGRAM (PSP/CEOE): A certification program sponsored by the National Association of Educational Office Professionals (PSP/CEOE) is offered, as well as a certification program by GAEOP. The programs are based on experience, education and professional activity and are designed on different levels. Certificates are awarded in recognition of achievement. This program is nationally endorsed by the Association

of School Business Officials, the American Association for Adult and Continuing Education, the American Association of School Administrators, The National Association of Elementary School Principals, and the National Association of Secondary School Principals. GAEOP provides guidance for those desiring to enter the program.

PUBLICATIONS: four issues of the *Communicator*, our official publication, are mailed to members each year. The newsletter prints information on GAEOP activities, local association news, and NAEOP activities and services.

A GAEOP Handbook is given to each member and yearly updates of current officers, GAEOP programs, PSP guidelines, and job descriptions for the executive board are provided.

AWARDS PROGRAM: honors outstanding educators and office professionals each year by selecting an Administrator of the Year and Member of the Year from those nominated by GAEOP members.

NATIONAL EDUCATIONAL BOSSES WEEK:

observed the third week of May to honor the administrators who give support and encouragement to members of the local, state and national associations of office professionals.

NATIONAL EDUCATIONAL OFFICE PERSONNEL WEEK:

always observed during the second week in October to honor the dedicated office professional throughout the country.

SCHOLARSHIP: yearly award given to a deserving student who plans to pursue an office related career in an educational institution, and a scholarship is awarded to a member who is pursuing college courses.