



Hello,

Are your office professionals and support staff doing everything they can to be the employee you and your school/institution needs? Do they have the tools necessary to do so? By forwarding this information to the office professionals and support staff you work with you could assist the best staff to enhance their skill sets! The opportunities offered by NAEOP are beneficial for them, your school/institution, and us.

Who is NAEOP? – The National Association of Educational Office Professionals was established to provide professional development, networking and improving skillsets for the office staff and support staff in an educational entity.

Membership – Membership in NAEOP is a minimal annual fee of \$50.00. Any educational office professional, administrative assistant, support staff, or clerical staff may apply for membership. An application can be obtained on the NAEOP website at www.naeop.org - Membership.

Professional Development - We have many professional development and networking opportunities for office professionals and support staff across the country. We have offered virtual learning which included summits, book club, webinars, and podcasts. The details can be found on our website, www.naeop.org, click on events.

Conference - Each July, a three-day conference is held in a different location across the country. More details can be found on the website under the events tab. This is a perfect opportunity to network with other office professionals and support staff who work in similar educational entity settings while gaining work related knowledge.

Educational Certification Program - Our professional standards program (PSP) provides the opportunity for office professionals and support staff to obtain certification in their field of work. More information can be found on the website under the programs tab.

NAEOP Board of Directors – Our board of directors include the executive committee, area directors, council chairpeople, and ex-officio members from across the country. The NAEOP members elect area directors to support an area of the country. Our council chairpeople are appointed by the president to support our higher education, administrative professionals, elementary education, and secondary education areas where we work.

For additional information go to the NAEOP website at www.naeop.org or contact staff at our national office at staff@naeop.org. We look forward to helping your office professional and support staff grow with NAEOP.

Kindest regards,

NAEOP Board of Directors