



As a new member of NAEOP, the membership committee would like to welcome you and provide you with important information which will help you navigate through what the association is all about and the benefits it provides.

If you have any questions, you may contact
vicepresident@naeopboard.org

Mission: *The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.*

MEMBER RESOURCES

On the NAEOP website, you will have access to the "Member Resources" area, which is a password protected page available only to NAEOP members. This page includes items like association financials, membership directory, and much more. You will receive the "Member Resources" password on your membership welcome letter.

MEMBER LOGIN

On the NAEOP website, www.naeop.org, you will be able to set up your own member account by clicking on "Member Login" under the Member Portal tab on the website. From there, you will select "Create One" under "Don't have an Account?" When creating your account your email and membership number will need to match what we have on record for you in order to create your account.

If you have any questions or need help setting up your account, please contact the NAEOP office, staff@naeop.org



FOR MORE INFORMATION VISIT

WWW.NAEOP.ORG/MEMBERSHIP

NAEOP TERMINOLOGY:

SUMMIT: Extended workshop offered as a stand-alone event during the year. Members may earn hours that may be used for the Professional Standards Program (PSP) certification.

BREAKOUTS: Workshops offered at the NAEOP Annual Conference, generally 60-90 minutes.

ADVISORY COUNCIL: Members through their affiliated association have the opportunity to make recommendations for programs for the promotion of the Association, and to advise the NAEOP Board of Directors on matters concerning the Association.

COUNCILS: The educational field a member works in determines which Educational Council the member belongs to. We have four educational councils - Elementary, Secondary, Higher Education, and Administrative.

AREAS: The geographic area in which a member lives determines the "Area" in which you are included. We have five geographical areas - Northeast, North Central, Northwest, Southwest, and Southeast.

AFFILIATE: Each local and state association may apply to be an affiliated association with NAEOP. Affiliation promotes professional unity from the local through the national levels. It serves as a medium for recognition of the profession, the association, and the member.

NAEOP ACRONYMS:

NAEOP: National Association of Educational Office Professionals

AEOP: Association of Educational Office Professionals

EOPA: Educational Office Professionals Association

OPA: Office Professionals Association

AOP: Association of Office Professionals

LEARN: Leadership, Education, Achievement, Recognition, Networking (NAEOP Tagline)

PSP: Professional Standards Program (NAEOP's premiere certification program)

CEOE: Certified Educational Office Employee - a distinction available as part of the PSP program

CESE: Certified Educational Support Employee - a distinction available as part of the PSP program

LIKE AND FOLLOW US ONLINE!



HOW CAN I GET INVOLVED WITH NAEOP

- Join and be active in your local and/or state association
- Reach out to your Area Director, Council Chairman, or any member of the NAEOP Board of Directors at any time if you have questions or suggestions. They would love to hear from you!
- Join a Committee
- Participate in virtual professional development opportunities, including our Virtual Summits
- Attend the Annual NAEOP Conference
- Apply for scholarships to help with your educational expenses
- Encourage dependents to apply for scholarships
- Nominate members for awards
- Enroll in the Professional Standards Program and earn your certification

NAEOP wants to network with you!

One of the great benefits of NAEOP is to be able to network specifically with colleagues in your area of work experience.

The following individuals are part of the membership committee and will reach out to you throughout the year with important information you will want to know.

- **Elementary** – <https://www.naeop.org/elementary-council>
- **Secondary** – <https://www.naeop.org/secondary-education-council>
- **Higher Ed** – <https://www.naeop.org/higher-education-council>
- **Administrative** – <https://www.naeop.org/administrative-council>

COMMITTEES

Committees available for member volunteers to join through NAEOP:

Affiliations & Advisory Council
Bylaws
Long Range Planning
Membership
Professional Development
Public Relations
Scholarships & Awards

More information at: <https://www.naeop.org/affiliates-committees>

NAEOP AREAS

NAEOP is divided into five geographical areas. Below are the areas (with states)

For additional information click on the appropriate link below.

Northeast Area

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, Washington, DC, West Virginia)

Northwest Area

(Alaska, Idaho, Montana, Oregon, Washington, Wyoming)

North Central Area

(Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin)

Southeast Area

(Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee)

Southwest Area

(Arizona, California, Colorado, Hawaii, New Mexico, Nevada, Oklahoma, Texas, Utah)

PROFESSIONAL DEVELOPMENT

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals. In the past, our main vehicle to provide professional development was through our Annual Conference. Our Areas and states are also encouraged to offer workshops and conferences.

On the NAEOP website, under "Programs," check out the Professional Development Program. At a reasonable cost, Board Members and Past Presidents are available to attend local or state conferences and present either a keynote presentation or breakout session. This gives your members a chance to meet the leaders of NAEOP and network with them.

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NAEOP ADVISORY COUNCIL—WHAT IS IT?

Advisory Council is the voice of the members. Every affiliate of NAEOP, whether you have 5 or 500 members, has one vote. The Bylaws stipulate there will be an Advisory Council composed of one delegate from each affiliated association. This is your opportunity to make your voice heard and help shape the future of NAEOP.

All members are encouraged to attend Advisory Council. Only delegates may speak and vote during the session. Observers may listen to the conversations and proceedings, and everyone receive PSP in-service hours for attending. You are encouraged to make time in your schedule to see NAEOP in action at Advisory Council.

Members through their affiliated associations have the opportunity to submit agenda items to be discussed at Advisory Council. These agenda items include suggestions for improvement of programs and processes, new programs, and recommendations to the Board of Directors. The agenda items are submitted by affiliated associations and vetted by the NAEOP Executive Committee. Submitting an agenda item is a great way to get conversations started. NAEOP strives to keep our organization current and relevant to our members.

Delegates are assigned to an agenda item and will participate in a study group to discuss the item. There are resource people assigned to each study group to answer questions, if needed. The study groups may take either of the following actions: decide the agenda item does not have merit and take no action, or make a motion for action on the item. Following Advisory Council, the NAEOP Board of Directors will address any items referred to it, and then the items are presented to the membership in a General Session at the conference for input from the members.

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SCHOLARSHIPS AND AWARDS

Affiliated associations with NAEOP have the opportunity to submit applications for various scholarships and awards. **The deadline for all applications is March 15.** Below is a list of the available scholarships and awards. For the specific guidelines and applications, visit the www.naeop.org website under Member Portal, <https://www.naeop.org/memberresources>. The password for the Member Resources area is provided in your welcome email.

Outstanding Affiliate of The Year Award

To honor outstanding affiliates for their innovation in promoting the mission and goals of NAEOP.

National Educational Administrator of The Year

To honor an outstanding Educational Administrator for their membership and leadership in professional associations, personal contributions, and achievements in education, and support of educational office professionals.

Olive T. Ritchie Educational Office Professional of The Year

To recognize the accomplishments of a deserving educational office professional for their work in education, achievements in continued education and demonstrating exemplary service and leadership in education.

Website Award Entry

Recognition of affiliations who maintain a website designed for the interest to the educational office professionals and its mission statement.

Rachel Maynard Award for Excellence in Communication

To recognize affiliates of their work in communication with their affiliations.

Marion T. Wood Student Scholarship

To award a scholarship to a deserving student who wish to continue education in any business or office related field, preferably in education.

Jackie Evans Distinguished Service Award

To recognize individuals who have provided sustained, non-compensated, and significant volunteer service to NAEOP and its members. ****December 30th Deadline****

Trailblazer Award

To honor and celebrate members who engage themselves in the business of NAEOP, who is willing to take risks and go in a path that may not already be there. They "blaze" a trail and leave a path for others to follow. ****December 30th Deadline****

