

NEW YORK STATE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

MISSION STATEMENT

NYSAEOP, the only state wide, non-union organization, is dedicated to the continued professional growth in preparing members to meet the challenges of a changing world.

The Association shall promote and support:

Life-long Learning
Leadership
Team Networking
Educational Resources

CODE OF ETHICS

As educational office professionals, 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 he assumes. We also recognize the unique role of the educational office professional and the importance of the contribution the office professional makes.

THE LEADERSHIP

- NYSAEOP was organized in 1952 by secretaries with the vision to see the role of the educational secretary as an important factor in the expanding educational spectrum.
- An elected Executive Board continues to seek programming for professional growth.
- NYSAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP). The President represents NYSAEOP at the NAEOP annual conference as a voting delegate to the Advisory Council of this organization.

GOAL

ENHANCE NYSAEOP MEMBERSHIP

The Executive Board will enhance membership by:

- Promoting and providing support through learning opportunities
 - Personal contact
 - Utilization of technology necessary to meet the needs of the Educational Office Professional
 - Evaluating the characteristics and professional needs of its members
 - Recognizing the dedication of its membership to the profession and our Association
 - Improving membership benefits
 - Utilizing the expertise and professional experiences of its members
 - Enhancing publication of the *Empire News*
 - Continuing to expand the NYSAEOP Web page
 - Expanding interaction and communication between the Executive Board and membership
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EDUCATIONAL OPPORTUNITIES

- Three-day annual conference is held each fall, often featuring nationally known leaders in education.
- Spring Regional conferences are hosted in one or more of the six (6) regional areas of the state.
- The Executive Board members will assist local associations to plan other activities as requested and are ever alert to the needs of the educational office professionals of New York State. Being a member of a local association can be valuable in forming a cohesive force for educational office personnel, as well as the opportunity to profit from the social and business assets of such fellowship.
- Professional Standards Program sponsored by National Association of Educational Office Professionals. Informational workshops on this topic are always a part of our conferences. Our liaison to the National Association is always ready to help groups or individuals get started in this program.

ELIGIBILITY

ACTIVE MEMBERSHIP

All persons engaged in secretarial, clerical, technology or accounting work in educational systems in New York State are eligible for membership in NYSAEOP upon payment of annual dues.

ASSOCIATE MEMBERSHIP

Persons interested in advancing the purposes of the organization but are not eligible to be active members are eligible upon payment of annual dues. Associate members shall have all the privileges of active members except that of holding office or voting.

RETIRED MEMBERSHIP

Any retired educational office professional who has been a member of the Association is eligible upon payment of annual dues. Retired members shall have the privileges of active members except that of holding an elected office.

MEMBERSHIP BENEFITS

- Professional networking with others
- Reduced conference registration fees
- Eligibility to apply for NYSAEOP's Helen F. Nicloy Member Scholarship
- Sponsor candidates for:
 - Isabel M. Paddock Student Scholarship
 - Student with Disabilities Scholarship
 - Student with Disabilities Incentive Award
- Sponsor a candidate for:
 - NYSAEOP Office Professional of the Year
 - NYSAEOP Administrator of the Year
- Updates on Legislation affecting education in New York State
- Updates on retirement changes that affect members
- Updates on activities of local associations
- Access to individual assistance with NAEOP's Professional Standards Program (PSP) application and certification requirements

MEMBERSHIP BENEFITS (Continued)

- Opportunity for statewide publication of members' articles.
- Each new member joining after September 1, in any given year, holds membership until the following December (16 months).
- Three issues of the Association newsletter.

PUBLIC RELATIONS

- *Empire News*

Our official newspaper, *Empire News*, is published several times a year and features news of NYSAEOP and local associations, announcements and registration information on upcoming NYSAEOP conferences, as well as updates from Region Directors to keep members apprised of coming events.

- NYSAEOP's Web Site

Our web site (www.nysaeop.org) is a convenient stop along the information highway to get an overview of our association.

The site includes information on membership, leadership, conferences and links to other associations' websites. It also provides a glimpse of NYSAEOP's history, mission and purpose.

COMMITMENT TO THE PROFESSION

Our individual positions, diverse as they are, exist for the common purpose of service to others. We realize the trust implied by that purpose and accept, with dignity and pride, the obligation it imposes.

We believe that the quality of services rendered by the educational office professionals directly influences the effectiveness of service rendered by the educational agency or institution as a whole. For that reason, we look to our professional associations for leadership in raising the standards of educational office personnel and in preparing them to meet the challenges of a changing world.

COMMITMENT TO THE PROFESSION

(Continued)

In fulfilling our commitment to the profession, we therefore:

- Become and remain active members of our professional associations, viewing such membership as an opportunity for personal development.
- Encourage other educational office professionals to join their professional associations, recognizing that growth is essential to group strength and progress
- Interest others in careers as educational office professionals, bringing into our ranks capable and efficient individuals.
- Place service above personal convenience or pleasure, endeavoring always to be a credit to our profession.

COMMITMENT TO THE COMMUNITY

As educational office professionals, we acknowledge a special duty to join in formulating courses of action that relate to education. In fulfilling our commitment to the community, we shall, therefore:

- Acquire a working knowledge of the agencies or institutions we serve, realizing that others will look to us for information and guidance.
- Maintain confidentiality when making public statements remembering that such may be given unusual weight because of our position.
- Take an active part in the improvement of educational opportunities for all, considering this not only our prerogative but also our obligation.



“Emma Empire”
NYSAEOP Mascot since 1954

NYSAEOP



Visit our website at

www.nysaeop.org