



An Affiliate of the League
of Kansas Municipalities

OFFICERS

President:

Terice Watts
620.441.4420
twatts@arkansascityks.gov

Vice-President

Melissa Meiners
913-971-8502
mlmeiners@olatheks.org

Secretary

Melyn Bounous
913.477.7520
Mbounous@lenexa.com

Treasurer

Amanda Morris
785-309-5770
amanda.morris@salina.org

COMMITTEES

- ❖ Professional Development
- ❖ Publications/Media
- ❖ Member Affairs
- ❖ Membership
- ❖ Website/Social Media

Administrative Assistants of Kansas Cities/Counties was formed on January 7, 1992. Seventeen secretaries from Kansas cities would attend this meeting with a desire to promote and improve the 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. In 2024, AAKC opened membership to include county administrative assistants.

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 County Government with a manager/administrator or mayoral form of government
- Work in the position of administrative assistant or in a supportive role
- May serve a joint position within City Government such as City Clerk, City Treasurer, etc.
- Pay \$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: _____

Email: _____

City/County Employed by: _____

How many Years: _____

Office Address: _____

Birth date (mm/dd only): _____

Please review the interests below and rank in order of interest (1 being most; 5 being least)

- ☐ Advise in conference planning, create/maintain conference guidelines, encourage members to obtain professional certifications
- ☐ Promote teamwork and encourage involvement in AAKC, maintain/acknowledge member birthdays, purchase gifts for members special occasions, assist with AAKC booth set up at conferences
- ☐ Plan and promote methods to encourage and acquire new members. Track, award and present the Ten (10) Year Service Awards.
- ☐ Provide oversight to maintain and update publications explaining the organization's objectives, programs, and activities
- ☐ Promote organization through website and social media

Signature: _____ Date: _____

Make Payment to: AAKC | Mail completed form and payment to:

Amanda Morris | Salina Arts & Humanities | PO Box 2181 | Salina, KS 67402-2181

Office Use Only:

Email to Membership Committee: ☐ Received Check: ☐
Deposited Check: ☐ Sent Website Login Info: ☐