



Upcoming Programs & Events

Visit www.azsae.com for a complete Calendar of Events or to register for a program.

4th Fridays: Interactive Professional Development & Networking Program Series

Join us for these Member Luncheon Programs held on the 4th Friday of the month. The programs lead off with an insightful presentation by an authority on the featured topic and then participants at each table network and discuss their own challenges around the issue and share ideas and solutions.

May 25, 2007: 7 Measures of Success

Tech Tools & Techniques Workshop Series

Join us for these skill-building and collaborative learning workshops and take home, easy to implement tips for maximizing Microsoft applications used everyday in your association office such as Word, Excel, Outlook, Publisher and Access. Learn the tricks and practice the techniques that not only save time and improve the quality of your work but that build your skill level on critical computer functions. *These workshops are only available to AzSAE Members and their staff.*

May 16, 2007: To Excel or Not to Excel

Understanding and Practicing Uses of MS Excel Beyond Number Crunching

News

AzSAE Magazine

After a brief hiatus, the AzSAE quarterly publication, **Association Executive Connection**, is back and it's better than ever! On June 1 we will re-launch the magazine with the Summer Issue. We have worked hard to make this magazine a "must read" for everyone involved with nonprofits in Arizona. For more information, please contact the Editor at editor@azsae.com.

Member Directory

The 2007 AzSAE Member Directory will be available in September – please be sure to update your information either online or by phone by **June 1**. All AzSAE Members will receive a complimentary copy of the directory – this is a great resource to keep handy all-year long!

Resources

Knowledge Center

The AzSAE Knowledge Center is a collection of resources, samples and publications for association professionals. The center is organized into 9 major departments covering topics such as Membership, Boards and Events. AzSAE Members may access the center at www.azsae.com with their member login and password. **Have a resource you would like to share?** Send it to info@azsae.com (preferred formats are: word, excel, publisher and pdf).

Featured Department: Administration

Looking for a checklist of what documents you are supposed to keep and which ones you can shred? Need a guide on what type of staff training is appropriate or recommended? These and other resources are available online or from the AzSAE Library.

Key Partners

AzSAE Key Partners are your strategic allies in the Association Industry. They not only provide services and products key to the successful management of your organization, they have a great understanding of association's unique needs. Call one of them today and "**Experience the Difference**" having the right key makes. Visit www.azsae.com for a directory of Key Partners.

Career Center

CAE Corner

The Certified Association Executive (CAE) program is designed to elevate professional standards, enhance individual performance, and designate association professionals who demonstrate the knowledge essential to the practice of association management. For more information, visit www.asaecenter.org.

Ready to apply and take the exam this year? The AzSAE CAE Scholarship Fund renamed in 2005 to the **LaDonna Courtney CAE Scholarship Fund** is available to help offset some of the costs related to obtaining the CAE designation. For more information, please contact Marie in the AzSAE office.

Upcoming Deadlines (for those that would like to sit for the December 7 Exam):

August 14, 2007 – AzSAE Scholarship Application

September 7, 2007 – CAE Application



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