



The Association of Personal Assistants (APA) Corporate Scheme

Overview

APA Members have stimulated the creation of an incentive to attract larger companies to recognise and reward the role and importance of their PAs through the development of an APA corporate membership scheme.

Companies registering for Corporate Status will be eligible for a series of benefits if they join their PAs.

APA Corporate Status

Eligibility

1. Any business that has 24 PAs or more can apply to APA for Corporate Status.

Note – this also applies where one Member wishes to act as a co-ordinator for a local network of PAs, say a business centre or business park, and that person wants to manage the membership of a large number of PAs in that area.

2. Once approved the Company must immediately appoint a scheme administrator and actively encourage membership amongst its PA community; using all available means of internal communication.
3. For corporate status to be maintained at least one third of all PAs must take up membership in Year 1 and a further 20% in Year 2 and 3.

Benefit

Corporate Status will afford the Company the following benefits:

1. The scheme administrator will be eligible for free membership for as long as that position is maintained.
2. All eligible PAs will be entitled to membership at a subscription rate of £50 + VAT per annum; irrespective of their grade (AAPA, MAPA or FAPA).
3. APA will waive all registration fees providing the scheme administrator validates the application of each PA and undertakes the professional due diligence normally undertaken by the Association.
4. The Company can also opt for one of the following:
 - An in-house presentation to PAs and their Principals by an APA Executive team member.
 - Assistance with the formulation of an in-house PA club supported by APA.
 - A dedicated Company PA forum within the secure APA website for exchange of ideas, views and best practice.
5. Use of the APA Corporate Member logo on stationery, websites and marketing material.
6. Any additional benefit as might from time to time be added.

Application Process

Application for Corporate Status should be made in writing (email is acceptable), supported by a Senior Director, to the Director General of the APA.

Postal Applications: Gareth Osborne, Director General, The Association of Personal Assistants, Copper Beech House, Dog Kennel Lane, Royston, Hertfordshire, SG8 7AB.

Email Applications: gareth.osborne@paprofessional.com