

**Nelson Group invites Administrative Professionals**

###### to celebrate the 69th International

###### Administrative Professionals Day

**at a Luncheon on**

**Wednesday, 21 April 2021**

12 noon - 1.30 pm

**Trailways Hotel**

**Featuring Special Guest Speaker**

**Annette Milligan ONZM**

Public Health Campaigner



Annette started INP Medical Clinic as a nurse-led service in 1989. It quickly became evident that there was a need for family planning/women’s health service, which became the focus of the clinic as it expanded and the team of nurses was joined by doctors.

During the last 30 years, Annette has started several companies and trusts and served on boards both commercial and voluntary. She was a director of Nelson Airport and Network Tasman and a founding chair for Quit, the national service to support those quitting smoking. She was a co-founder of Ramazzini, an occupational health company and Health Click, which produces resources to teach sexuality to those with intellectual disabilities.

She is currently Chair of MEDSAC (Medical Sexual Assault Clinicians) and Safeguarding Children Initiative, the local charity that teaches how to recognise child neglect and abuse and what to do about it. Safeguarding Children has the only Child Protection eLearning modules in New Zealand and has now trained over 15,000 people in child protection. She is a Trustee of Te Ramaroa (Light Nelson), which delivers a bi-annual light festival in Nelson.

Register early for Wednesday, 21 April, to hear Annette’s interesting insights and what you can do to make a difference in your own life and make the world a safer place.

# Who Are We?

AAPNZ is a voluntary national association administered by its members for its members. Membership includes executive assistants, personal assistants, receptionists, administration managers, accounts staff, school secretaries – anyone in an administrative professional role.

# Aims of the Association

* Provide pathways to professional and administrative excellence.
* Promote and develop performance standards for administrative professionals.
* Recognise members’ achievements.
* Provide opportunities for mentoring and networking nationally and globally.

# Become a Member of AAPNZ

* **Special offer for May 2021**: Save the $30 joining fee.
* Annual individual subscription is $165. *Student and corporate pricing available.*
* Visit our vibrant national website [www.aapnz.org.nz](http://www.aapnz.org.nz/) for further details.
* Contact Patti Rizer on 548-7232 or e‑mail patti@ts.co.nz

# Employer Support

* Providing membership of AAPNZ to your staff is a commitment to a professional organisation and a perfect means of giving recognition.
* This supportive local and national network gives administrative professionals opportunities for personal growth and career development.
* Use of AAPNZ’s professional designation for members who qualify.

# Membership Benefits

* Regular functions in your region, sharing information relevant to you.
* Fellowship, mentoring and networking opportunities.
* Membership of a professional body affiliated to the worldwide organisation representing your profession.
* Keeping up with change in a profession that is constantly changing.
* Professional development and recognition.
* Certification.

# Nelson Group of AAPNZ

Nelson Group is one of 11 AAPNZ groups throughout New Zealand. Members enjoy a variety of activities and benefits including:

* Monthly meetings with interesting speakers on various topics.
* Professional development workshops during the year.
* Opportunities to mix in informal social settings and attend national conferences.
* A monthly newsletter -*Nelson Notes.*

## Nelson Group Meeting Topics Include

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| How to Create Websites and Blogs |
| Microsoft Office Update |
| Promoting Business Using Social Media |
| Te Reo Essentials |
| Public Speaking-Tips for the Terrified |
| Time Management |
| Top Ten Computer Shortcuts |
| Zoom Tips & Tricks |
| Project Management |

**This is Nelson AAPNZ Group’s 28th Luncheon.**

**We thank all our sponsors for continuing to support Administrative Professionals Day.**

**BOOK NOW!**

**Reservation Deadline: Friday, 16 April 2021.** Sorry, no refunds, but, substitutions welcome.

**RSVP Susan Sparrow** robinwhalleyoffice@gmail.com  **OR Post** registration form to AAPNZ Inc., PO Box 1350, Nelson 7040

***Meal options (including dessert, tea and coffee):***

A – Mushroom, Spinach and Cheese Risotto (GF) (Vegetarian) (DF or Vegan on request)

B – Slow Cooked Lamb Shank– potato mash, braised cabbage (DF on request)

C – Salmon Fillet – potato cake and citrus and caper salsa (GF) (DF on request)

***Price and Payment Options:***

***AAPNZ members & managers – $35 Sponsors – $40 Non-members & managers – $45***

**Direct credit** to ASB Bank A/c No. 12-3193-0013054-00. Please ensure your name/company name is entered.

***Enter your details below, save this document and email back to* Susan Sparrow** robinwhalleyoffice@gmail.com

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| First Name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Company | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Cell Phone | Click or tap here to enter text. |
| I’d like to sit with | Click or tap here to enter text. |
| Menu Option | Choose an item. |
| Special Dietary Requirements | Click or tap here to enter text. |
| Amount | Choose an item. |
| Payment Method | Choose an item. |