

## MESSAGE FROM MEMBERS

*"Being a member of the EAG has afforded me the opportunity to interact with the experience, knowledge and skills shared by its members. Whether you are a large or small agency, board or commission, we have at times the same issues and concerns. It's been helpful to have them as a sounding board, a voice of reason and suggestions." - Pat Schmidtkofer, former EA and EAG founder*

*"Everyone in attendance expressed a strong interest in participating in the group, and agreed that meeting on a regular basis would provide an opportunity to network, share information, and meet 'face to face' with the voice at the other end of the telephone line." - Rhonda Penrose, EAG founder*

*"EAG offers me an opportunity to gain leadership skills and increase confidence" - Member*

*"I enjoy what I learn through EAG, but also how I contribute to the development of other administrative professionals. Between planning conferences and workshops, and just contributing at monthly meetings during roundtables, I find value in sharing my knowledge and resources with others. EAG has provided many opportunities for me to build confidence, expand my skillset, and hone my leadership skills serving on the executive board." -desirée Monroy*

## EAG BOARD MEMBERS

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## CONTACT INFO

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## WASHINGTON STATE EXECUTIVE ASSISTANTS GROUP

Established in 1990

# WASHINGTON STATE EXECUTIVE ASSISTANTS GROUP



## OUR VISION

Our vision is to be recognized statewide as the premiere organization for resources, information, and leadership for executive assistants in Washington State government.

## OUR MISSION

The mission of the Executive Assistants Group is to contribute to the success of our profession by providing:

- Best practices.
- Access to information and emerging issues in state government.
- Ongoing specialized training and support.

## EAG MEMBERSHIP

Membership is open to a person who provides primary administrative support to a government agency head as defined by the Washington State Government Organizational Chart. There is no cost to be a member of the Executive Assistants Group.

## HISTORY OF THE EAG

In 1990, a small group of executive assistants began meeting to share information and discuss issues unique to their positions in state government.

Since then, the group continues to mentor and support executive assistants in state government by:

- Providing networking opportunities with other state agencies and sharing best practices.
- Hearing the issues and challenges other agencies are facing firsthand and sharing best practices.
- Providing growth opportunities with specific training relevant to executive assistants.
- Improving professional skills with opportunities to step into leadership roles, management, event planning, etc.
- Providing a positive learning environment.
- Working with the Governor's Office and publishing the State's Correspondence Guidelines.
- Sponsoring conferences and workshops for state employees.
- Giving back to the community by participating in local volunteer opportunities each year.

## EAG MONTHLY MEETINGS

Hybrid meetings are held on the first Thursday of each month from 10a– 12noon

Physical location for meetings is at the WSLCB Headquarters—1025 Union Ave

MS Teams meeting information will be distributed prior to each meeting

## GET INVOLVED!

Being involved in EAG gives you the opportunity to:

- Meet others who share your experiences on the job.
- Find resources for your professional development.
- Take a leadership role.
- Find strong support and build lasting professional relationships.
- Celebrate your success and the success of peers.
- And much more!