



**ADMINISTRATIVE
MANAGEMENT
ASSOCIATION**

Foothill-De Anza Community College District

TO: Foothill-De Anza Administrators

FROM: AMA Executive Board

RE: AMA Membership

It is our pleasure to invite you to join Foothill-De Anza's Administrative Management Association, the group that represents administrators in our district. The AMA works with the presidents, the Chancellor, the Vice Chancellors and the Board to create, define and affect the terms and conditions of employment for all administrators in the District. Membership is voluntary, but encouraged. (Nearly all administrators are members.)

District administrators elect an Executive Board each year to meet and confer with the Chancellor or his/her designee on issues related to pay, evaluation, assignments and leadership responsibilities. Agreements with the District are covered in the Administrators Handbook, <http://hr.fhda.edu/personnel/administrators>.

The AMA Executive Board roster for the current year is on the AMA Web Site at <http://www.fhda.edu/ama/>. Other valuable links are also on the web site. Executive Board meetings are open to all administrators, and minutes or notes are distributed via email, when appropriate. General meetings for members are usually held quarterly and are announced via email and meeting maker.

Membership dues are \$60 per year and can be paid by check annually or through a monthly payroll deduction (page 2 of this letter). Contact the AMA Treasurer to send in a check. Dues are spent on AMA business and social events, where administrators have an opportunity to meet with administrative colleagues throughout the District. In addition to our events, occasionally a donation is made to a worthy cause such as the passage of a bond measure or to the Child Development Center. We also sponsor two \$500 AMA student scholarships annually, one at each college, and members are expected to read and select the winners.

We look forward to you joining the AMA and becoming actively involved in this important organization. If you have any questions, please contact any of the current Executive Board members.



FOOTHILL-DE ANZA
Community College District

Foothill-De Anza Community College District Payroll Services Deduction Withholding Request

I, _____ authorize the District Payroll to

Deduct/Change/Cancel (circle one) \$ _____ per month from my paycheck as a
voluntary deduction for the

Program name:

The effective date should start with the paycheck dated _____ (mo), _____ (yr).

Signature: _____

Employee ID #: _____

Date: _____

Please return the completed form to:

Rachel Tai
Foothill-De Anza College District
Payroll Services
12345 El Monte Road
Los Altos Hills, Ca 94022

If you have any other questions, please call (650) 949-6263. Thanks.

(For Payroll staff use)

Date received: _____ Deduction Code: _____

Date entered: _____ By: _____