

2010-11 Board Members

Loy McColm, Chair
Board of Education
360.586.0544

Jana Greer, Chair-Elect
Public Disclosure Commission
360.586.0544

Betsy Hagen, Secretary/Historian
Higher Ed. Coordinating Board
360.753.7860

Jay Raish, Treasurer
Industrial Insurance Appeals
360.753.6823

Pat Schmidkofer, Membership Chair
Department of Licensing
360.902.3602

desiree Carson, Webmaster
Econ. and Revenue Forecast Council
360.534.1560

Nicole Nash, Past Chair

Join Us!

We welcome new members. Please contact any Board Member for more information about EAG.

Revised 11/30/10



Executive Assistants Group

PO Box 4275
Tumwater, WA 98501

Website:
www.executiveassistantsgroup.com

Contact Us:
executiveassistantsgroup@comcast.com

Washington State

Executive Assistants Group



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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

History of the EAG

In 1990, a group of executive assistants began meeting to share information and discuss issues unique to their positions in state government. Since then, the group has mentored many executive assistants in state government, published the state's correspondence guidelines, participated in the United Way Day of Caring, and sponsored many conferences and workshops for administrative personnel.

EAG Monthly Meetings

Meetings are held on the first Wednesday of the month from 8 - 10 a.m. at:

Board of Industrial Insurance Appeals
Main Conference Room
2430 Chandler Court SW
Olympia, WA 98504-2401

EAG Membership

Membership is open to a person who provides primary administrative support to a government agency head, or to that person's designee.

There is no cost to be a member of the Executive Assistants Group.

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
- And much more!

To the members of the Executive Assistants Group:

On behalf of all Washingtonians, I extend a heartfelt 'thank you' for the work you do to keep our state agencies operating smoothly. You are truly the glue that holds our offices together – and during these difficult economic times, your job description has taken on many more duties: from office manager to helping constituents, from scheduler to event planner. Thank you for everything you do. Your work doesn't go unnoticed, and is greatly appreciated by not only those you directly help, but by every citizen who benefits from a well-run state office.

Sincerely,

Chris Gregoire