

WANT TO HAVE BETTER MEETINGS?

THE HAWAII STATE ASSOCIATION OF PARLIAMENTARIANS

PRESENTS

“HOW TO CONDUCT BETTER MEETINGS”

Moanalua/Aiea Community School for
Adults
fall 2004
Evening classes

Mondays and Wednesdays
October 4, 6, 11, and 13
6:30 to 9:00 PM

Aiea High School
98-1276 Ulune St., Aiea

For Officers and leaders of social and non-profit organizations and those members who want to participate in their meetings

Learn the basics of parliamentary procedure to help you achieve the objectives or purpose of your organization.

Practice how to take care of your business in an efficient and business like manner, while following the rules of your organization..... and showing courtesy and respect for all.

Robert's Rules of Order Newly Revised IN BRIEF is required for the course and will be available for \$6.00.

This class is suitable for those who are new to Robert's Rules of Order and Parliamentary procedure and also for those with prior experience wanting to update their skills.

Course Instructors:

The lead instructor for the course is Al Hamai, Professional Registered Parliamentarian (PRP) and President of the Hawaii State Association of Parliamentarians, the state affiliate of the National Association of Parliamentarians (NAP).

Other instructors are:
Steve Glanstein, PRP,
District Eight Director of NAP
Jerry Govier, PRP
Susan Govier, PRP

To register for the course:

Register in person at either Aiea High School or Moanalua High School, Community School office:
Registration will be August 2-19
Monday-Thursday, 8 AM to 7:00 PM
and Friday from 8:00 AM to 4:00 PM
payment due at registration

For information call:
483-7306 or 483-7307

For further information call:
Al Hamai, Instructor
839-4437

Cost of course is \$20.00 plus \$6.00 for required text.

HSAP Education Committee: June Asato, Chairman,
Ron Mobley, PRP, Susan Govier, PRP

(Susan Govier, PRP, May, 2004)

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