



ASSOCIATION OF CELEBRITY ASSISTANTS

Outlined below are the membership requirements and details of the application process.

Eligibility

To qualify for full membership of the ACA-UK, a candidate must meet the following criteria:

1. At the time of the application, a candidate must be currently employed as an assistant (Personal/Executive/Virtual or similar) by a celebrity and/or high profile person for a minimum of 18 (eighteen) months.
2. In the event that the candidate is currently not in employment or hasn't been in employment long enough, the candidate's previous employment as an assistant (Personal/Executive/Virtual Assistant or similar) by a celebrity/high profile employer must have been for a minimum of eighteen months and within the last five years
3. Members must maintain their role as an assistant (Personal/Executive/Virtual Assistant or similar) for the entire duration of their membership.
4. Members must inform without delay the board member in charge of membership of any changes in their employment status (change of employer, redundancy, resignation etc).
5. A fully paid-up Member enjoys the following privileges:
 - Voting rights on issues that the Board introduces/presents to the General Members;
 - Eligibility for the ACA-UK Job Referral Service;
 - Eligibility to hold an elected position on the Board; and
 - Membership of ACA-UK as long as their dues are paid, and they do not bring dishonour to the organisation or act in a manner contrary to the general purpose of the ACA-UK.

We define a high profile person as someone who:

- Is in the public eye
- Receives substantial national/international media coverage for their achievements in daily press
- Has received awards for their achievements and is recognised as a leader in their field

Membership fees

Up until 30th June 2022 membership of the ACA-UK is free. The current board hasn't decided yet whether to reintroduce a fee after this date.

Documentation required for membership application:

Application form, a copy of a current CV, one recent employer reference, a bio of their celebrity/high profile individual and/or a search link (such as Google) to a recognised mainstream media publication, applicable fees (if any) and e-photo.

[Reference: must be on headed notepaper and signed by either the employer or their agent, manager, publicist, lawyer or accountant.] We reserve the right to check the details given.

All applications will be processed and approved by the ACA-UK board members.

If your application is successful, you will be notified by us and asked for your membership subscription (if any), which can be paid either by BACS, cheque or Paypal.

Once payment has been received, you will be sent an email with a username and password, which allows you access to the members' area of the website and all the benefits of being a member.

If you have any questions regarding the application process, please email membership@aca-uk.com prior to completing the application form.