

About IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP core values

Integrity: *We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.*

Respect: *We create respect within our profession and association through listening, understanding and acknowledging member feedback.*

Adaptability: *We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.*

Communication: *We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.*

Commitment: *We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.*



International Association of Administrative Professionals™

2011-12 Calendar of Programs

- July 19: *Professionalism—A Tool for Success*
- August 16: *Corporate Housing Industry*
- September 20: *Women's Health Issues—How You Can Be Your Healthiest and Most Productive!*
- October 18: *Fierce Conversations—Building Better Personal and Professional Relationships through Conversations*
- November 15: *How To Be A Leader Even If You're Not The "Boss"*
- January 17: *Grace Under Pressure: Techniques for Maintaining Your Cool When Things Really Get Hot (An IAAP International Resource)*
- February 21: *Is Your Time Managing You?*
- March 20: *Event Planning 1-2-3!*
- April 17: *MOTY Celebration/Topic & Speaker TBD*
- May 15: *Insider Secrets To Interviewing—For Anyone Looking For A New Job or Promotion*
- June 19: *26th Chapter Anniversary/Topic & Speaker TBD*

For Membership information, please contact
Kathy Barker, CPS/CAP at kbarker@ppi.us

Visit the Gwinnett Chapter website at:
www.iaap-gwinnett.org

Visit the Headquarters website at: www.iaap-hq.org



International Association of Administrative Professionals™



Gwinnett Chapter Officers

(from left): Treasurer Tina Behel, CAP; Vice President Nancy Denney;
President Denise Koehn, CPS/CAP; and Secretary Kathy Barker, CPS/CAP



Gwinnett Chapter IAAP

Membership in IAAP enables you to benefit from...

- ♦ The voice of the profession to promote a rewarding and cooperative relationship with employers, and to represent your interests to media, government, business and industry, and the educational community.
- ♦ Access to the largest pool of information available about the profession, and insight into changing office trends, directions, and requirements.
- ♦ A communication forum and ideas exchange among your peers.
- ♦ Liaison and cooperation with allied associations.
- ♦ Opportunity for Continuing Education Units awarded for participation in personal and professional development programs.
- ♦ Knowledge of International business practices and cultural understanding from counterparts around the world.
- ♦ The *OfficePro* Magazine, *OfficePro* Express and IAAP Connections.
- ♦ Reduced rates on educational materials, courses, group travel, medical/hospital insurance (*U.S. only*), member loans (*U.S. only*), and member credit cards (*U.S. only*).

Meeting Information

Held the third Tuesday of each month (except December) in the Hilton Atlanta Northeast located at 5993 Peachtree Industrial Boulevard, Norcross, GA 30092. Networking begins at 5:45 p.m. followed by a light dinner at 6:10, the Program at 6:45, and a short Business meeting at 7:45.

Chapter Statistics

The Gwinnett Chapter was chartered on June 25, 1986, and is one of 27 chapters in the Georgia Division of the International Association of Administrative Professionals (IAAP). Georgia Division is a member of the Southeast District, one of six districts in our International Association. IAAP also recognizes Affiliate Associations in countries around the world.

Mission Statement

Gwinnett Chapter International Association of Administrative Professionals is committed to *enhancing* the image of the administrative profession; *promoting* Education, Leadership, and Professional Development; and *cultivating* a positive influence in our Community.

***Gwinnett Chapter—
Celebrated 25 Years
June 2011!***

Gwinnett Chapter Officers 2011-2012

President Denise Koehn, CPS/CAP
(denise.koehn@comcast.net)

Vice-President Nancy Denney
(ndenney@abpa.com)

Secretary Kathy Barker, CPS/CAP
(kbarker@ppi.us)

Treasurer Tina Behel, CAP
(tina_behel@gspnet.com)

Officers are installed every June and take office in July.
Terms are for one year.

Professional Dues Information

Processing Fee (one time)	\$15.00
International Dues	\$83.00
Division Dues	\$15.00
Chapter Dues	<u>\$30.00</u>
Total Dues	\$143.00
Name Tag (due to Chapter)	<u>\$10.00</u>
Total	\$153.00

(Please make one check payable to "IAAP" for \$143 for membership dues and one check to "Gwinnett Chapter IAAP" for \$10 for name tag.)