



2011-2012

Heart of Peachtree Chapter Meeting September 27, 2011

“Making the Leap to Remarkable” Georgia Division of the International Association of Administrative Professionals



“Parliamentary Law & Protocol” presented by Tava Kirk, CPS

Each of us can use a refresher course on parliamentary procedure. At the Heart of Peachtree chapter meeting on Tuesday, September 27, Tava Kirk, CPS, will be presenting a program to assist each chapter member with this task!



Tava Kirk, CPS, is an active member of the Georgia Division of IAAP. She is a member and past president of the Atlanta chapter. Tava currently serves as the Parliamentary Advisor for Georgia Division. She recently retired from Cox Communications.

The meeting will be held on Tuesday, September 27, 2011. We will meet in the Atlanta Room on the 51st floor of Georgia-Pacific Center. Chapter meeting fees are \$20—this includes lunch. Reservations for members and guests are mandatory and must be honored. Please contact Rita Blanding no later than noon on Friday, September 23.

You may reach her by calling **404-589-7032** or you may email her at this address:
blanding_rita@bah.com.

Application will be made for recertification points for this program. Come and find out how to properly conduct a business meeting!

Discover Your Career Passion and



Step Out of the Box!

Heart of Peachtree Chapter, IAAP
Georgia-Pacific Center
133 Peachtree Street NE
Atlanta, GA 30303

MEETING DATE/TIME

Tuesday

September 27, 2011

11:30 a.m.—1:00 p.m.

MEETING LOCATION

51st floor—Atlanta Room

Georgia-Pacific Center

133 Peachtree Street NE

Atlanta, GA 30303

MEETING HIGHLIGHTS

- Lunch
- Program
- Brief items of business
- Giveaway for Retirement Trust Fund
- Other giveaways

FOR ASSISTANCE ON

MEETING DAY

Call 678-333-7306

