

## ***WHAT ABOUT OTHER MEETINGS?***

The International Education Forum and Annual Meeting is held annually during July or August. The meetings are held in a city within one of the six Districts. Business sessions are conducted in accordance with parliamentary procedure, with the membership determining policy and action through delegates from Chapters and Divisions throughout IAAP.

## ***WHAT DOES THE DELEGATE DO?***

Each year the Division allocates funds for the use of a delegate who represents the Division at the International Education Forum and Annual Meeting. This delegate is usually the Division President.

As your representative, the delegate attends the meetings and votes on the business presented there (such as a dues increase or changes to the bylaws and standing rules). The delegate also has an opportunity to network with the other representatives from the IAAP community and collect new ideas to share with local Chapters.

After returning home, the delegate prepares a written report of activities, which includes a summary of the major business items discussed.

## ***WHERE ARE THE CHAPTERS IN THE IOWA-NEBRASKA DIVISION?***

The twelve chapters in the Iowa-Nebraska Division and the cities where they are located are:

- A. N. Palmer Chapter (Cedar Rapids, IA)
- Ak-Sar-Ben Chapter (Omaha, NE)
- Ames Chapter (Ames, IA)
- Cornhusker Chapter (Lincoln, NE)
- Fort Dodge Chapter (Fort Dodge, IA)
- Hawkeye Chapter (Des Moines, IA)
- Heartland Chapter (Omaha, NE)
- Mid-Iowa Professionals Chapter (Marshalltown, IA)
- Mutual of Omaha Chapter (Omaha, NE)
- Sioux Chapter (Sioux City, IA)
- The Great Plains Chapter (Omaha, NE)
- Victory Chapter (Waterloo, IA)

## ***WHAT STATES ARE IN THE NORTHWEST DISTRICT?***

- Alaska
- Colorado
- Idaho
- Iowa
- Minnesota
- Montana
- Nebraska
- North Dakota
- Oregon
- South Dakota
- Utah
- Washington
- Wyoming



**International Association of  
Administrative Professionals®  
Iowa-Nebraska Division**

## **WHAT IS A DIVISION?**

A Membership Resource  
and Leadership Opportunity

**PASSION &  
PURPOSE**  
IOWA-NEBRASKA DIVISION

<http://www.iaap-iowanabraska.org>

## ***HOW DO I FIT IN THE DIVISION?***

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Once you join a local Chapter or become a Division member-at-large, you are automatically part of a Division and a District, which are integral units of IAAP. The Chapter reports to and receives information from leaders at the Division level. The Division leaders, in turn, send to and receive information from the District leaders, who are at the "International" level.

## ***WHO IS IN CHARGE OF THE DIVISION?***

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The Board of Directors manages the Division's operations. All members have an equal opportunity to become candidates for Division office through procedures outlined in the Division Bylaws and Standing Rules.

## ***WHAT IS THE BOARD AND WHAT DOES IT DO?***

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The Division Board of Directors includes the President, President-Elect, Secretary and Treasurer. Board members are elected to one-year terms.

Duties of the Division Board are (briefly):

1. Maintain communication with all Chapter members and Division members-at-large within the Division between annual meetings by correspondence or telephone and personal visits to Chapters.
  - a. Division board members may travel within the Division, attending Chapter meetings, presenting Chapter programs, etc.

- b. The Board of Directors meets four times throughout the year to plan and coordinate Division business.
2. Assist the Chapters in implementing the programs, policies and projects of the Association.
3. Serve as a resource for information for local Chapters in the Association.
4. Report to the District Director regarding membership, educational activities, programs, promotion of goals, etc. for all Chapters within the Division.

## ***WHAT IS THE DIFFERENCE BETWEEN DISTRICT AND DIVISION?***

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The International Association of Administrative Professionals is divided into six geographical areas, or Districts, consisting of Great Lakes, Northeast, Northwest, Southeast, Southwest, and Canada.

Each District has a District Director who serves on the International Board of Directors and is elected by the membership from their respective District. The District Director is charged with the administration of all matters pertaining to the functioning of the Divisions and Chapters within their respective District.

Within the Districts are the Divisions, which are smaller geographical units, which act as a liaison between Chapters and the Association.

The Iowa-Nebraska Division is the communication link between the Chapters and the International Board of Directors. The

Division's purpose is to further the aims of the Association, assist the International Board, and provide leadership and guidance to the Chapters and Division members-at-large in reaching their goals.

You are a member of the Northwest District and the Iowa-Nebraska Division.

## ***WHAT IS AN ANNUAL MEETING?***

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The Iowa-Nebraska Division Annual Meeting is held each year, usually in June [this year it will be June 10-12, 2011 in Ames, Iowa]. This is the official business meeting of the Division, and the Division President presides. Business is handled through voting delegates (usually the Chapter President or another Chapter officer) from the Chapters in the Division and from the Division members-at-large.

During the Iowa-Nebraska Division Annual Meeting, an educational seminar is also held, not to mention plenty of time to make new friends, renew old friendships, network, and stay up to date on important Association activities—factors that make membership in IAAP a great investment. We encourage all members of the Iowa-Nebraska Division to join us for these exciting and educational events.

For further information contact:

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