

The Calgary Exchange



November 2010

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2010-2011 Calgary Chapter Executive and Committee Chairs

If you have any suggestions, questions, concerns or require any additional information, please contact the following individuals.

President: Cheryl Gathercole Vice President: Terri Peters, CPS
Treasurer: Lucinda (Cindy) Sharlow, CPS/CAP Secretary: Lisa Adam, CPS

Your 2010-2011 Committee Chairs are:

Certification Chair: Lucinda (Cindy) Sharlow, CPS/CAP
Membership Chair: Karen Savinkoff
APD Chair: Lucinda (Cindy) Sharlow, CPS/CAP
Communications Chair: Jen Makin
Website Chair: Marianne Velcic
Retirement Trust Foundation Chair: Rose D'Aversa

Please Note: there are additional Committee Chair positions open and available. If you are interested, please advise your Calgary Chapter Executive.

November President's Message: IAAP Membership - Cheryl Gathercole, Calgary Chapter President

How do you use your membership? I initiated a new member into the chapter at our November general meeting. When I was going through the script for that initiation it made me think about my membership and how I am using my membership and what I really want to get out of belonging to IAAP.

The particular piece of the initiation that I am referring to goes as follows;

"As we welcome our new member, we are reminded that every level of IAAP carries responsibility. The more you exercise the privileges of your membership, the more you will derive from it. The strength of the association is dependent upon the combined efforts of all members. By participating in association activities, you contribute to the growth of IAAP and the administrative profession."

So, how am I using my membership? I actively participate in the chapter by attending as many of the chapter general meetings as I can and I am proud to say that in the last three years I have missed only one meeting. I have started as a committee member, helping when and where I could and then I moved up to chair positions and the last three

years I have been on the executive board.

In the script it talks about the privileges of your membership, do you feel it is a privilege to belong to IAAP? I certainly do my employer does not pay for me to attend any meetings or conferences and it takes work on my part to get them to pay (sometimes) for my membership. I have inserted into my own performance appraisal IAAP. I do all this because I truly believe in my membership and the benefits I receive because I belong to a premier organization.

This is an exciting time for our chapter, we have increased our membership and we are now the second largest chapter in Western Canada only behind Vancouver. This is fantastic, we are moving onwards and upwards and it is a great time to be a member.

We have committee's to join, events to plan and we are always looking for new and fresh people and ideas. So, if you want to make the most of your membership – let me know and I will help you in any way that I can.

I want you to be as excited as I am to belong to the Calgary Chapter of IAAP.

CALGARY CHAPTER MEETINGS

NEW LOCATION: 35th Floor Conference Centre - International Hotel Calgary (220—4 Avenue SE)

MEETING DATES: Every 2nd Wednesday of the Month (September to June)

MEETING START TIME: 5:30PM



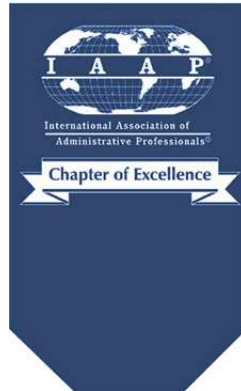
2010-2011 Pathways to Excellence Update

- Terri Peters, CPS, Calgary Chapter Vice President

Calgary Chapter of Excellence (COE)

As mentioned previously, the Calgary Chapter is participating to achieve our Chapter of Excellence distinction.

We are making progress, we now have achieved 6 Criteria and have 8 Criteria in progress. There is a total of 19 Criteria and a minimum of 14 are required to be achieved to receive our Chapter of Excellence. The Chapters progress is presented at each Chapter Meeting.



IAAP Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Member of Excellence (MOE)

Have you signed your Member of Excellence Commitment Form yet? It would be great to have a majority of our Calgary Chapter Members working towards achieving their Member of Excellence.

For your Member of Excellence there are a total of 11 Criteria and a minimum of 8 criteria must be attained (Criteria #6 is a mandatory requirement).

Remember that you will need to keep all of your documentation for each of your achieved criteria in the event of an audit, this includes your signed Member of Excellence Form.

See Page 3 of this newsletter for examples to assist you in thinking of ways that you can achieve your Member of Excellence Criteria.

If you have any questions regarding the Member of Excellence process or need any additional information, please contact me at (vicepresident@iaap-calgary.org) and I would be happy to assist you. Or you can also find great resources on the IAAP Headquarters website (www.iaap-hq.org) after logging in to view member only content, under the Member Resources tab, then Pathways to Excellence and 2010-2011 Pathways to Excellence information tab.



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.*

2010-2011 Member Of Excellence (MOE)

- Examples to Assist you in Achieving your Criteria

- Terri Peters, CPS, Calgary Chapter Vice President

#1: Be a current CPS and/or CAP holder.

If you currently hold your CPS or CAP designation you have achieved this criteria. If you just wrote the exam on the first weekend of November and you receive your exam results and pass—you have achieved this criteria.

#2: Download the Member of Excellence Commitment Form; sign and date the form.

If you downloaded the form or took one of the hardcopies of the form provided at the October and November meetings and signed and dated the form you have achieved this criteria.

#3: Actively participate in the IAAP web community forum discussions or write an article and have it published in an IAAP publication (chapter, division or international level).

You could write and submit an article for the Calgary Chapter Newsletter “The Calgary Exchange” and once it is published you have achieved this criteria.

#4: Attend non-IAAP professional educational workshops, seminars or conference.

If your workplace offers a workshop, seminar or conference that you can attend—you will achieve this criteria. Or if you attend a workshop, seminar or conference which is offered by any other organization besides IAAP, you will have achieved this criteria.

#5: Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.

If you attended a college or university and earned a degree for your studies your will have achieved this criteria, or holding a Microsoft certification will earn you this criteria.

#6: Pay membership dues on or before anniversary date. This is a mandatory criterion.

As long as you have paid for your membership prior to your anniversary date—you will have achieved this criteria.

#7: Serve as a chapter, division or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school’s Advisory Board for the Office Administration Program.

Help the Calgary Chapter out by serving in one of the many open positions and you will also be achieving this criteria.

#8: Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).

Do you give presentations to your co-workers, or provide a training program at your community level? If yes and the presentation or training program is 60 minutes in length you will have achieved this criteria.

Continued on Page 3 ...

DID YOU KNOW ...



When paying via PayPal for your Chapter Meeting Fees, you pay an additional \$2.00 for service fees.

Have you thought about the Calgary Chapter Meeting Savings Card yet? You can achieve a cost savings of \$25 and the card entitles you to 5 Calgary Chapter Meetings at the reduced rate.

Contact: treasurer@iaap-calgary.org

Passion & Purpose Pins are available for purchase from the Calgary Chapter Treasurer. Purchase yours at the next meeting.

Our Next Meeting

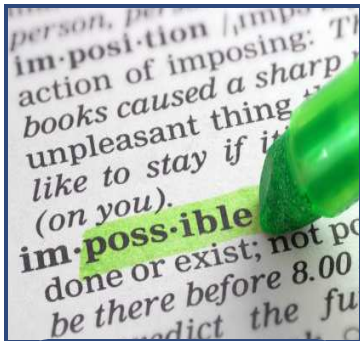


DECEMBER 8 2010

Microsoft Office: Tips and Tricks

This is sure to be a very informative presentation with benefits that you can take back to your workplace - you won't want to miss.

Recertification Point: TBA



EXCELLENCE

Accomplishing the impossible only means that the boss will add it to your regular duties.

2010-2011 Member Of Excellence (MOE) - Continued from Page 3

- Examples to Assist you in Achieving your Criteria

#9: Attend a minimum of eight (8) chapter, division or international level sponsored meetings, programs or events (any combination).

There are a total of 10 Chapter Meetings each year, with 7 meetings remaining this year. You gain many benefits from attending your Chapter Meetings, and by attending 8 of them you will achieve this criteria.

#10: Recruit at least one new member.

Do you know of other Administrative Professionals that could benefit from joining IAAP? Invite them to come to one of our Chapter Meetings as a guest to see what we have to offer and then encourage them to complete the membership application to become an IAAP Member.

#11: Integrate IAAP Membership and involvement into annual performance plan or review.

This will assist your boss to understand and support or continue to support your IAAP membership and involvement and you will also achieve this criteria.

Office Supplies to the Rescue ...

- excerpts from *Ways to Beautify Yourself with Office Supplies*

Static cling on your pants? Put a **safety pin** on the inside between your leg and the fabric. Science lesson: the metal will neutralize the ions that is causing the electric static in your clothes.

Popped button? Use a **paper clip** to weave your clothing to secure the hold. Then line popped button to close any garment gaps.



Run in your panty hose? We all know the clear light layer over the tear to stop the run. Be sure the **hem of your pants comes undone** and you desperate measures. First try using **double-stick** doesn't work, just **staple** the darn thing together! in the cloth. That means you must be very careful when removing the staple to avoid any tears. Camouflage the silver-on-a-totally-different-color piece by coloring the metal with a Sharpie that more closely matches the color of your pant.

through the holes, and bend the clip on the inside of **double-stick tape** around the inside edges near the

nail polish trick, but **glue** works in the same way. Use a to let the glue dry before moving around too much. If don't have a sewing kit, you'll need to resort to **tape** to keep up the de-threaded garment. If that Take note, however, that this will put two small holes

Considering Additional or a Higher Education?

- Wendy Fitzpatrick, CPS, Calgary Chapter Member

Are you considering additional or a higher education? If the answer is yes, I have a tip for you. You may also want to re-evaluate your Chapter involvement and consider volunteering for the Calgary Chapter.

I used my IAAP "volunteer" experience (leadership) as part of my assessment for Thompson Rivers University Application. I've been accepted and received 6 credits free! That's a value between \$1,500 and \$2,000 worth of courses towards higher education. I think that if I'd gone further to the District level, I would have been able to receive more for the "global" or "national" exposure. IAAP is definitely a fabulous source of personal growth and development as well as recognition in our careers.



TIME IS AN ILLUSION,
LUNCHTIME DOUBLY

~ Douglas Adams

Certification Exam Dates

The next important dates to keep in mind for CPS and CAP Applications and Exams are:

<u>EXAM DATE</u>	<u>APPLICATION DEADLINE</u>
May 6 & 7, 2011	February 15, 2011

The CPS and CAP Exams are administered on the first consecutive Friday and Saturday, every May and November. Part 4 of the CAP Exams is administered on Friday afternoon. Parts 1-3 of the CPS and CAP Exam are administered on Saturday.



To our newest Calgary Chapter Members ...

Melanie Hokea

Newsletter Publication Dates

The deadline for newsletter article submissions is the 12th of each month. The newsletter will be published on or around the 15th of every month.

Send your newsletter submissions to:
Terri Peters @
vicepresident@iaap-calgary.org



Helpful Information ...

- Calgary IAAP Chapter Website: <http://www.iaap-calgary.org/>
- Headquarters Website: <http://www.iaap-hq.org/>
- Newsletter Articles Submissions / Suggestions Email: vicepresident@iaap-calgary.org
- Calgary Chapter President Email: president@iaap-calgary.org
- Calgary Chapter Vice President Email: vicepresident@iaap-calgary.org
- Calgary Chapter Treasurer Email: treasurer@iaap-calgary.org
- Calgary Chapter Secretary Email: secretary@iaap-calgary.org



Upcoming Events, Mark Your Calendar



- December 1, 2010 Executive / Committee Chair Meeting
- December 8, 2010 December General Chapter Meeting
- January 5, 2011 Executive / Committee Chair Meeting
- January 12, 2011 January General Chapter Meeting
- February 2, 2011 Executive / Committee Chair Meeting
- February 9, 2011 February General Chapter Meeting

Chapter Orientation Dates: January 13 2011 — March 19 2011 — May 14 2011

Please Note: If you are interested in registering for any of the above Chapter Orientation Sessions, please email Cheryl Gathercole, Calgary Chapter President at president@iaap-calgary.org.

NOVEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Items noted on the calendar above in **ORANGE**, pertain to all members.

Items noted on the calendar above in **PURPLE**, pertain to the Board of Directors only.

Items noted on the calendar above in **PINK**, pertain to all members are denote our Chapter Orientation Dates.