

The Calgary Exchange



October 2010

INSIDE THIS ISSUE ...



- ▶2010-2011 CALGARY CHAPTER EXECUTIVE AND COMMITTEE CHAIRS..... 1
- ▶OCTOBER PRESIDENT'S MESSAGE 1
- ▶NEXT MEETING REMINDER / NEW LOCATION . 1
- ▶NOVEMBER MEETING SPEAKER 1
- ▶PATHWAYS TO EXCELLENCE UPDATE 2
- ▶DID YOU KNOW 2
- ▶WORD 2007 TIPS AND TRICKS 2
- ▶COE AND MOE CRITERIA 3
- ▶CERTIFICATION EXAM DATES 4
- ▶WELCOME NEW MEMBERS 4
- ▶HELPFUL INFORMATION 4
- ▶NEWSLETTER PUBLICATION DATES 4
- ▶UPCOMING EVENTS 5

2010-2011 Calgary Chapter Executive

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.

October President's Message: IAAP—What's In It for Me!

Every year when I renew my membership for IAAP I think back on what the past year has given me and what I have given back to IAAP. I believe that you can learn something every day if you want to and with IAAP I have learned a lot. Being a member has allowed me many opportunities to meet new people, learn new skills and gain knowledge.

When I attend our general meetings I always take away something, I make a point of finding something every time that I can use whether it's a work or home. Being on the executive board, I have had the opportunity to work on my presentation skills...which are a work in progress. I have learned more about fiscal responsibility, along with some new leadership skills.

Being a member of IAAP has given me a new confidence I didn't think I had before; this has helped me go beyond simply being the administrative assistant in the office. I am able to handle a lot more of the special projects that my position entails because I have the confidence to ask for them.

With the way our organization is moving forward I can't wait to see what the rest of the IAAP year brings for me.

So that is "What's in it for me" now my question for you is "What's in it for you"... What do you want out of your membership, what can we as a Chapter provide for you to get the most out of your membership?

We have a very diverse group of administrative professionals in our Chapter and we have some members in that have been members for years, and if asked I am sure they would love to share some of their experiences with you.

How can we, the Calgary Chapter make your membership in IAAP start working for you?

- Cheryl Gathercole, Calgary Chapter President



NOVEMBER 10th Angie from Office Team Presents:

Making It Click: Successful Relationships between Managers and Administrative Professionals.

This is sure to be an exciting, informative presentation you won't want to miss.

Recertification Point: TBA

NEXT MEETING: NOVEMBER 10 2010

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)

The Calgary Chapter will be participating in achieving the Chapter of Excellence distinction.

There are a total of 19 Criteria and a minimum of 14 are required. It is only October and we have already achieved 5 of the 19 Criteria.

We will be reporting on our progress for the Chapter of Excellence at each Chapter Meeting.

Member of Excellence (MOE)

Have you considered participating to achieve your Member of Excellence?

There are a total of 11 Criteria and a minimum of 8 criteria must be attained.

Achieving the required criteria is isn't as hard as you may think.

It would be a great to see as many Calgary Chapter Members as possible working towards their Member of Excellence!

See Page 3 for the Chapter of Excellence and Member of Excellence Criteria. Also available on IAAP Headquarters Website (www.iaap-hq.org) after logging in to view member only content, under the Member Resources tab, the Pathways to Excellence and 2010-2011 Pathways to Excellence information tab.

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.

- Maya Angelou



Office Word
2007

- As provided in session handouts from EFAM 2010 – TRIAD Consulting

Word 2007 Tips and Tricks

Mark as Final: This feature prevents you from accidentally modifying the final version of a document. Choose Office > Prepare > Mark as Final. If you need to edit the document later, make the same choices to turn off Mark as Final.

Saving Quick Parts: Quick Parts are pieces of formatted text you want to reuse: a signature block, for example. Create and format your text then hold Alt+F3. Save the text in the Quick Parts gallery in the Text group on the Insert tab.

Inserting Citations: Citations are a great new feature in Word 2007. You can enter and manage sources in a central library of sources so that they can be used in other documents. Sources used in a document are automatically available to be used in the document's Bibliography.

To create a new source and cite it in your document, position your insertion point. On the Reference tab in the Citations & Bibliography group, choose Insert Citation then Add

New Source to open the New Source dialog box. Enter the information for this source then click OK.

To use an existing source for a citation, click Insert Citation then choose the source from the drop down list of sources. To add a source from the library of sources, click Manage Sources. Select the source you wish to use from the Master List then click the Copy button to copy it to your document. The source will now appear on the drop down list on the Insert Citation button in the Citations & References group.

Inserting a Drop Cap: Drop caps are decorative elements used for the first paragraph in a chapter or section. Click anywhere in the paragraph then in the Insert Tab choose In Margin or Dropped from the Drop Cap drop down list in the Text group.

Drop Caps. Looks cool, yes?

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

2010-2011 Chapter Of Excellence (COE) Criteria - www.iaap-hq.org

1. Sixty percent (60%) of the chapter meetings offer recertification points
2. At least one (1) member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year
3. **Download the Chapter of Excellence Commitment form; sign and date the form**
4. Publish at least six (6) newsletters/e-newsletters
5. Participate in the IAAP Web Community **by hosting chapter's web site on the IAAP Web Community.**
6. Publish annual meeting calendar with education and/or training topics **by October 1st** and establish marketing plan to encourage members to attend chapter, division and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. **This criterion is a mandatory requirement.**
8. Maintain a full slate of officers (minimum four offices); maintain committee chairs for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chair listing to HQ by July 1 deadline
9. A minimum of four (4) officers and chairs of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event.
10. Send a delegate to the Division Annual Meeting and send a delegate or submit a proxy to the International Convention and Education Forum
11. At least one (1) member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program -
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80%.
15. Conduct at least one Member Recruitment Meeting. **This criterion is a mandatory requirement.**
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey



IAAP Mission

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

2010-2011 Member Of Excellence (MOE) Criteria - www.iaap-hq.org



1. Be a current CPS and/or CAP holder
2. **Download the Member of Excellence Commitment form; sign and date the form**
3. Actively participate in the IAAP web community forum discussions or **write an article and have it published** an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars or conference
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**
6. Pay membership dues on or before anniversary date. **This criterion is a mandatory requirement.**
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
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).**
9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

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.

Certification Exam Dates

The next CPS (Certified Professional Secretary) and CAP (Certified Administrative Professional) Exam dates are coming up shortly, November 5 & 6, 2010.



Good Luck to all Calgary Chapter Members writing the exam!



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

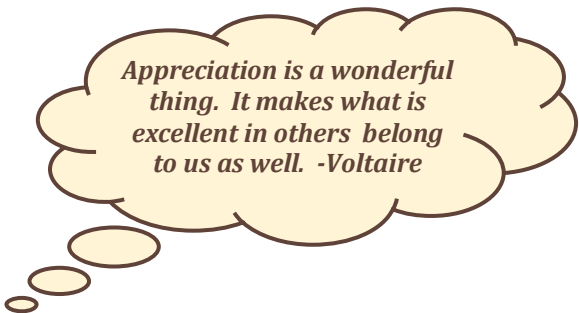
The CPS and CAP Exams are administered on the first consecutive Friday and Saturday, every May and November. Part 4 of the CAP Exams is administered on Friday afternoon. Parts 1-3 of the CPS and CAP Exam are administered on Saturday.



To our newest Calgary Chapter Members ...

New members since June 2010 ...

Sasha Artelle - Melissa Nadeau - Lynette Oosthuizen - Karla Ramsay - Ben Ryder - Marlene Starner - Andrea Watts



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 submissions to: 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



- October 17-20, 2010 IAAP Fall Conference (Louisville, Kentucky)
- November 3, 2010 Executive Board Meeting
- November 10, 2010 November General Meeting
- December 1, 2010 Executive / Committee Chair Meeting
- December 8, 2010 December General Meeting
- January 5, 2011 Executive / Committee Chair Meeting
- January 12, 2011 January General Meeting

Chapter Orientation Dates: October 16 2010—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.

OCTOBER 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						

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					

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.