

The Calgary Exchange



SUMMER 2011

INSIDE THIS ISSUE ...



| | |
|---|---|
| ▶2011-2012 CALGARY CHAPTER EXECUTIVE AND COMMITTEE CHAIRS | 1 |
| ▶SUMMER PRESIDENT'S MESSAGE | 1 |
| ▶CHAPTER MEETINGS LOCATION | 1 |
| ▶NEXT MEETING DATE REMINDER | 2 |
| ▶FALL CONFERENCE 2011 | 2 |
| ▶NEWSLETTER PUBLICATION DATES | 2 |
| ▶PATHWAYS TO EXCELLENCE, COE | 3 |
| ▶PATHWAYS TO EXCELLENCE, MOE | 4 |
| ▶CERTIFICATION EXAM REMINDER | 5 |
| ▶THE CALGARY CHAPTER NEEDS YOU | 5 |
| ▶NEW TO THE CALGARY EXCHANGE | 5 |
| ▶DID YOU KNOW, MEETING SAVINGS CARD | 5 |
| ▶UPCOMING EVENTS | 6 |

2011-2012 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, CAP

Treasurer: Lucinda (Cindy) Sharlow, CPS/CAP

Your 2011-2012 Committee Chairs are:

Bylaws: Cheryl Gathercole, CAP

Membership Chair: Karen Savinkoff

Communications Chair: Jen Makin

Website Chair: Marianne Velcic

Newsletter: Terri Peters, CPS

Please Note: there are additional Board and Committee Chair positions open and available. If you are interested in filling a position and being more involved in your Chapter, please advise your Calgary Chapter Executive.

Summer President's Message: Making the Leap to Remarkable

Making the Leap to Remarkable. That is the theme for this year and I know it is going to be a great year for IAAP and the Calgary Chapter.

The Calgary Chapter executive is working hard to make sure that you, our members, have all the tools to "Make the Leap to Remarkable."

My start to this exciting year took place at EFAM in Montreal in July. It was an excellent conference and I learned a lot from the seminars that I attended and also from the business sessions. One of the best things that I gained from attending EFAM was the interaction with the fellow IAAP Members.

I spent time with members from all over the US and Canada, and hearing their stories of how they came to belong to IAAP and what they do within their chapters and divisions was very

inspiring to me. I was fortunate to meet a very nice lady and her name was Judy. Right away I felt like we knew each other forever and it felt good to belong to such a group. One of my goals for this year is that we can make that happen for you, the members of the Calgary Chapter.

You might be asking, how do we make that happen? The Calgary Chapter Executive has set up a great program for the year that we anticipate will entice our members to attend our chapter meetings regularly, also to volunteer for the Chapter and strive to make our chapter and association the best it can be.

I am looking forward to the coming year and connecting with all members of the Calgary Chapter. I hope you enjoy the rest of your summer and see you all in September!

- Cheryl Gathercole, CAP—Calgary Chapter President



CALGARY CHAPTER MEETINGS

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



Our Next Meeting ... The First Meeting of the 2011-2012 Term ...



***** SEPTEMBER 14, 2011 *****

**Join us for the first meeting of the 2011-2012 Term.
We will have an informative speaker for you, as well as our regular
Calgary Chapter business.
The Chapter Program Calendar will be communicated shortly.**

Recertification Point: TBD

Fall Conference - San Diego, California OCTOBER 9-12, 2011



Registration is now open for the International Association of Administrative Professionals' 2011 Fall Conference being held in San Diego, California October 9 to 12, 2011. The theme of this year's conference is "Fall Forward: Hot Topics for Tomorrow's Workplace."

Participants will get the skills they need to negotiate a rapidly changing workplace. The conference will include sessions of increasing efficiency with web-based Microsoft Office; attention grabbing design; social media as a tool for business communication; deal making; responding to and reducing workplace violence and harassment; and improving emotional intelligence.

In addition to informative sessions and great networking opportunities, this year's fall conference participants will get to enjoy the beautiful San Diego Bay at the Sheraton San Diego Hotel and Marina.

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 @ terri.peters@shaw.ca*



2011-2012 Pathways to Excellence

- Terri Peters, CPS, Western Canada Division Vice President

Chapter of Excellence (COE)

Listed below are the new Chapter of Excellence (COE) Criteria for the 2011-2012 IAAP Year.

This year all of the 8, newly revised, COE Criteria are mandatory and must be earned to become a Chapter of Excellence.



IAAP Mission

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

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.

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.



2011-2012 Pathways to Excellence

- Terri Peters, CPS, Western Canada Division Vice President

Member of Excellence (MOE)

Listed below are the new Criteria for Member of Excellence (MOE) for the 2011-2012 IAAP Year.

One important item to keep in mind ... with this years newly revised Chapter of Excellence Criteria you can be a part of the Calgary Chapter's success in achieving the Chapter of Excellence distinction. This year there is a new Chapter of Excellence Criteria (Criteria #8, see previous page) that is mandatory ... which is to have at least 7% of the Chapter Members qualify for their Member of Excellence.

So start now, download the Member of Excellence Commitment Form from the IAAP Headquarter website and sign and date it. You will have then achieved Criteria #2.

To qualify to achieve your Member of Excellence you need to attain a minimum of 8 of the 11 possible criteria.



This year let's beat our own record of number of Calgary Chapter Members who achieve their Member of Excellence for 2011-2012!

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
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 (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.) **Recommending another author's article does not qualify.**
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) **and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.**
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. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
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) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



Certification Exam Dates

The next important date to note for Certification Applications and Exams is:

| <u>EXAM DATE</u> | <u>APPLICATION DEADLINE</u> |
|------------------|-----------------------------|
| November 5, 2011 | August 15, 2011 |

The Calgary Chapter Needs You ...

Are you interested in professional growth while assisting the Calgary Chapter and its members?

The Calgary Chapter has the following positions on the Executive Board open, Vice President, Secretary and Director.

There are also several Committee Chair positions open in the Calgary Chapter. The open Committee Chair positions are as follows: Certification Chair, APD Event Chair, Program Chair, Ways and Means Chair, Research and Education (R&E / RTF) Chair.

If you are interested in one of the many positions listed above, please contact the Calgary Chapter President - Cheryl Gathercole, CAP at president@iaap-calgary.org.



New Addition to the Calgary Exchange for 2011-2012

This year we are adding a "Dear Exchange" column to the Calgary Exchange Newsletter. If you have a question for the column, please email it to terri.peters@shaw.ca. Once you have submitted your question it will be answered in the following months newsletter.

For example questions for this column can be related to ...

- ⇒ IAAP (for example if you need additional information on Pathways to Excellence or the Options program, etc.),
- ⇒ if you have question or need guidance on how to complete something with Microsoft products (for example, Word, PowerPoint, Excel, etc.),
- ⇒ or any other professional questions.

Looking forward to receiving your questions!



DID YOU KNOW...



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

Start thinking about purchasing the Calgary Chapter Meeting Savings Card for meetings in the 2011-2012 term, starting with the Sept 14 Meeting.

By purchasing this Savings Card, you will achieve a cost savings of \$25 as the card entitles you to 5 Calgary Chapter Meetings at the reduced rate.

Contact:
treasurer@iaap-calgary.org



Upcoming Events, Mark Your Calendar

- August 12, 2011 Power of Women - Vancouver*
- August 20, 2011 Alberta Education Day (Meeting invitation and agenda will be communicated shortly)*
- September 7, 2011 Executive Board Meeting*
- September 14, 2011 September General Chapter Meeting*

August 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 | | | |

September 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 | |

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 and denote our Chapter Orientation Dates.

See you on September 14th for the first meeting of 2011-2012!

