



The Southern Edge



A monthly publication to keep the South Suburban Chapter members Informed of chapter activities, events, association news, career development resources, and professional trends

October 2011

Communicating with Purpose: Making an Impact in the Workplace October 25, 2011

Increase your personal effectiveness and gain a professional advantage through the application of strong and confident communication skills.

Learning Objectives:

1. Guarantee a good first impression and radiate *immediate presence* when meeting new people.
2. Understand behaviors that sabotage personal power in the workplace.
3. Learn to think *value-added* to increase self-confidence and activate professional clout.

Use your natural abilities to empower yourself, support your career development, and increase your professional value in the workplace.

About Erin O'Hara Meyer, PHR

Erin O'Hara Meyer, PHR, believes passionately in and is committed to the leadership, empowerment, and growth of administrative professionals. She believes that every administrative job is a career waiting to happen and that every "admin" is a source of unlimited potential.

Erin founded Administrative Excellence in January, 2003. As a former administrative and human resources professional, she has a unique understanding of the admin-manager relationship, allowing her to appreciate "both sides of the desk." Obtaining her Associate's Degree in Secretarial Science from Bay State College in Boston, MA, Erin started her career as a word processor/typist. Since that time, she has learned the nuances of the administrative world by continuing to assume greater responsibilities, leading to Executive Assistant, Office Management, and Human Resource Management positions. She received her Professional Human Resources certification (PHR) in 1998.



Enthusiasm for staff development led Erin to the next phase of her career – business owner, trainer, consultant, and author. Since founding Administrative Excellence, Erin has shared her strategies for achievement with administrative professionals in the United States, Canada, Africa, Asia, and the Middle East. She has written and contributed to numerous newspaper and online articles, administrative publications including OfficePro Magazine, and made guest appearances on local radio programs in recognition of Administrative Professionals Day. Erin published her first book, *Administrative Excellence: Revolutionizing Our Value in the Workplace*, in April, 2005 and launched a monthly blog in January, 2010.

Meetings are held at:

Old Chicago – The Cedar Room
14998 Glazier Avenue
Apple Valley, MN
5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Business Meeting
Cost is **\$20.00**

RSVP by **NOON, Friday, October 21, 2011**,
to Candy Retka at cretka@frontiernet.net or
(fax) 952.469.4634.

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President's Message – September 2011

Submitted by Gayle Quedens CAP
2011-2012 South Suburban Chapter President

Fall is here and the MN-ND-SD Division Conference just wrapped up a few hours ago. It was a great time – as always – and gave me an opportunity to recharge my battery, learn about what other chapters are up to and absorb the inspiration from the amazing speakers who were there this weekend.



On Saturday afternoon, Dawn Staycoff, Division President had us all do an activity that provided a great opportunity for all of the attendees to think about IAAP and what it means to each one of us. The room was split into ten groups and each group was given two questions or activity prompts. These questions/prompts were inspired by the book that was given to the delegates upon their arrival – *The End of Membership as we Know It* by Sarah L. Sladek (this book is available for anyone in the chapter to read, just let me know and you can 'check it out' for a few weeks). The group that I was a member of (The Butterfinger Group) received a question that I would like to pose to each one of you – South Suburban Chapter members.

My team's first activity was "List the benefits of being an IAAP member and assign a dollar value to each benefit. Compare this value to the average charged for annual dues of \$133 (approximate amount due to chapter dues being different amounts)." What an excellent question!! Just the night before at the after party in the hotel loft bar Dawn Kopecny, CAP approached Jody Turek, CAP (Treasurer of SouthWest Metro chapter) and I and asked us what made us keep renewing our membership with IAAP? She posed the question because she's doing an article on IAAP membership ROI and wanted to know what we thought. How fortuitous since Dawn's question the night before helped me to answer the question posed to my team the next day.

ROI was the theme of the weekend for me. I could tell you how Jody and I responded and I could also share with you what my Butterfinger Team came up with but I want to hear from you first. I'll be sending out a survey monkey on this topic with my weekly message. Please take a moment to share your ROI with me. Who knows...maybe we could have you come up and share a little bit about your ROI at our October membership drive! My main reason for posing the question is for all of us to think about the value of our membership and what we feel we are getting for our \$133.00. Next month I will share with you the results – what my Butterfinger Team came up with and what our chapter members (anonymously unless given permission to use their name) feel their membership is worth. Stay tuned...more to come. Here's to making our memberships worth my weight in gold (OK...maybe that's a bit much but I have been dieting ;-)) Have an amazing month!



Welcome Our Newest Member–Kelley Norstrem

At the September Meeting we officially welcomed Kelly Norstrem to our chapter. We look forward to getting to know her and welcome her contributions to our chapter.



Read a book and tell us about it – looking for volunteers!

Submitted by Marcia Beltz

At September's Chapter meeting, it was announced that we would like three volunteers to read a book (business related) and then write a one page summary. Or if you are daring and really want to stretch out of your comfort zone, do a five minute presentation on the book you selected to read.



You pick the book. Below are just some suggestions:

- *Endurance: Shackleton's Incredible Voyage* by Alfred Lansing (1959)
- *Wooden on Leadership: How to Create a Winning Organization* by John Wooden (2005)
- *Onward: How Starbucks Fought for Its Life Without Losing Its Soul* by Howard Schultz (2011)
- *On Becoming a Leader* by Warren Bennis (1989)
- *Primal Leadership: Realizing the Power of Emotional Intelligence* by Daniel Goleman (2002)
- *Questions of Character: Illuminating the Heart of Leadership Through Literature* by Joseph L. Badaracco Jr. (2006)

Go ahead and raise your hand to volunteer – I promise it won't hurt.
Contact Marcia Beltz – marcia.beltz@surescripts.com, if you are interested!



2011-2012 Programs

Programs subject to change.

The following is the tentative schedule of South Suburban Chapter Meeting Programs for 2011-2012. Please mark your calendars with these meeting dates and watch each month for the meeting details and RSVP email.

September 27, 2011	A Business Case for Trust	Deb Taft
October 25, 2011	Communicating with Purpose: Making an Impact in the Workplace	Erin O'Hare
November 22, 2011	BYOB-Build Your Own Brand	Judy Zimmer
December 6, 2011	Holiday Party	
January 24, 2012	Celebrating IAAP's 70th Anniversary & SSC 15th Anniversary	Dawn Staycoff
February 28, 2012	Discovering Your Top Ten Talents	John Warder
March 27, 2012	Celebrate Women's History Month - How Has Someone Made An Impact on Your Life?	Group Discussion
April 24, 2012	MS Training: Excel – Word/Adobe – PowerPoint	Steve Watry & Leslie Hook
May 22, 2012	Annual Chapter Meeting	
June 26, 2012	How Do I Become a More Innovative Thinker?	Marcia Beltz

Please note: The program order and topic is subject to change, based on speaker availability and scheduling. We do our best to maintain the plan as presented, but are prepared for changes that occur as part of life.

3 Send (bl.moses@mappcor.org) your tips and tricks, ask questions, and answer them and we will learn from each other.

I'm wondering if this article is helpful to you. I haven't had any questions submitted. And I could use more tips on Excel, PowerPoint, or Adobe (I am so far from proficient in some applications.) Please let me know if this article is something you'd like to see continued; and if so, can you send a question, a tip, or answer. If there isn't any interest, I'll discontinue the articles.

Microsoft Word 2007

Signature Line:

Are you working on a document that needs a signature line? Here's a quick way to create one. Go to "Insert" and look at the "text" menu. There are three icons to the right. The top icon is "Signature Line." The drop down arrow shows "Add Microsoft Office Signature Line." After selecting this, you may get an option to use Digital Signature Services. You can just click "O.K." and continue. A pop up box will give you options for the type of signature line. Once the text box is inserted into the document, the signer clicks into the box to add a scanned signature. NOTE: once the signatory has added a scanned signature and completed the information, the document is locked. No more editing is permitted without removing the signature line. Of course, you can just insert the signature line and print the document for a traditional signature.

X


SmartArt:

Do you need to create a flowchart or organize information in a graphic format. Click on the "Insert" menu and under "Illustrations" to the right in the middle is "SmartArt." A pop-up screen will give you choices of style or type of graphic. If you right click on your chosen shape, you can add text, change the colors, add or remove shapes, and modify your graphic.

Microsoft Outlook 2007

Categories

Sort, find, and organize your email, calendar, tasks, and contacts by using "Categories." I use categories for all these tasks. Say I'm looking for all Executive Committee Meetings on my calendar. I can change the calendar "View" to "Arrange by Categories." Then I can click the "Categories" column and it will sort the items by categories. This works with Contacts, email, tasks, whatever! Instead of searching on the name, you can search by category. This helps me as I can forget the vendor's name. I sort by category and it's easy to find what I'm looking for.

Set categories by looking on your tool bar for the  symbol. Click on this and you'll get a drop-down with preset categories. You can keep those or modify them to fit the categories you need. Go to the bottom of the list and chose "All Categories." Now you can set a new category, rename one, delete them, and assign them a color and/or a shortcut key.

Oh, bother. You already have everything in the Calendar, Inbox, or Contacts. What a bore to try to change them all. Nope! Change your view to Company or Name, hold down your Shift Key, and select a group of Contacts. Right click and add the category. Ta-dah!

Answers! (Send your answers or questions to Babs.)

Help with Macros ANSWERED!

Thank you to Cathy Allen:

To create a macro by using the macro recorder:

1. On the developer tab, in the Code group, click Record Macro to open the Record Macro dialog box.
 - a. Name the macro (do not put a space in the name, use underline if you want to)
 - b. Skip the 'assign to' for now
 - c. Store macro in...select with the down arrow and select just this document or to be able to use in all your word documents
 - d. Opt. give a description
 - e. Go back to 'assign to' macro to if you wish to give it a keyboard shortcut or button (this is where you make up your own keyboard shortcut)
 - f. Click ok
2. Perform the steps that you want to store in this macro. As you work, Word records all you actions.
3. When you are done, click Stop Recording.

You will be able to find the recorded macro in Developer/Code/Macros or use your shortcut key to put the phrase in your document or documents.

From Babs: It was too easy! I could adjust the paragraph spacing, underline, bold, and mess around. The best part is I could go back into the Macro and correct any spelling errors (SO my problem) or punctuation as well as sign a keyboard shortcut key. Now I have a motion wording macro, a standard meeting announcement macro; I'm having fun!

Questions on Forms

1. How to have a form document (in Word or Adobe) automatically return to a person when it is completed?

Send your questions, answers, comments, and tips to Babs Moses at bl.moses@mappcor.org.



Members

Have you considered writing an article for
The Southern Edge?

Now is your opportunity to
Make the Leap to Remarkable!

Please submit your articles to
Linda Plaisance, CPS/CAP,
Newsletter Editor.



Congratulations to our 2010-2011 Members of Excellence!



2010-2011

Alison I. Fuller CPS
Sharon A. Kelsey
Michelle M. Prosch
Candace L. Retka
Melissa J. Thomas CPS/CAP
Gayle Quedens CAP

Congratulations on your
achievement!

Nominations Committee

Submitted by Michelle Prosch, Chair

At the chapter meetings the nominations committee is going to have a computer and display board set-up for you to take your personality color quiz. It's a short quiz of about five questions. When you find out what color you are, you can pick from the four colors, Fiery Red, Sunshine Yellow, Cool Blue and Earth Green ribbons for you to wear on your pin sashes or name tags. We want to have a variety of colors on each committee and officer positions so that we can use the unique skills everyone has and to be able to keep working as a team. We need everybody to step up and work together to help make the chapter run smoothly. Also, think about your talents and how you can be used in an officer or committee chair position for next year. If you want to try out a committee this year, you are more than welcome. Just contact the Committee Chair to see what it is all about and how you can help. For those of you that aren't able to come to the meetings, you can take the quiz also. Here is the link: www.officeteam.com/workstyle. Please let me know what color you are and I'll send you a ribbon. Looking forward to a color filled year. ☺

Here's to the crazy ones, the misfits, the rebels, the troublemakers, the round pegs in the square holes...the ones who see things differently – they're not fond of rules. You can quote them, disagree with them, glorify or vilify them, but the only thing you can't do is ignore them because they change things. They push the human race forward, and while some may see them as the crazy ones, we see genius, because the ones, who are crazy enough to think that they can change the world, are the ones who do.

~Steve Jobs

Holiday Plant Sale Kicks Off!

Submitted by Michelle Prosch, Chair

The South Suburban Chapter of the IAAP is again joining with Gertens Greenhouse for a Holiday Plant Sale fundraiser. We are taking pre-orders for the 6.5" potted Poinsettias in Red, Burgundy, and Marble and the 6.5" potted Cyclamens in shades of Pink/Purple, Red, and White. We will also be selling the 2" Little Star Poinsettia in a seasonal pot, which is the perfect size for place settings and desktops and the 13" combo basket comes filled with beautiful seasonal blooming plants (picture not available).



Red



Marble



Burgundy



Cyclamen



Little Star

Gertens Plant Cards

In addition we are selling **Plant Cards** in amounts of \$25 or \$50. With the holidays soon upon us, **Plant Cards make wonderful gifts** for anyone on your holiday list, or as a birthday or anniversary present. The cards **do not** expire.

Plant cards are good towards the purchase of a variety of nursery and greenhouse plants to include holiday decorating greens and fillers for containers. This includes Christmas trees, spruce tip bundles (Gertens has the best quality!), curly willow, red dogwood branches and a wide variety of other fragrant greens and berries. These items add beauty and interest to your holiday containers and last throughout the winter. Gertens also offers free demonstrations at their Girls Night Out events to give you ideas on how to decorate your containers.

The Ways and Means Committee is excited about selling this assortment of plants and plant cards this year. We are asking you to please sell in advance to your co-workers, family, and friends using the forms that are attached. Orders with payment must be returned **by Tuesday, October 25, 2011 (our Chapter meeting)**. **If unable to attend this meeting, mail your orders with payment no later than Friday, October 21, 2011 to:**

Michelle Prosch
1112 E. Travelers Trail
Burnsville, MN 55337

Please take an active part in this event. Remember funds generated from this fundraiser will assist our chapter members (this could be you!) with the opportunity to attend division functions/conventions and to take advantage of other chapter benefits. If you have questions about any aspect of this project, please contact Michelle Prosch at 952-212-3104, Fundraising Committee Chair.

Delivery of the plants and cards will be Tuesday, November 22, 2011, at our regular Chapter meeting at Old Chicago Restaurant at 5:30 p.m.

Ways and Means Committee: Michelle Prosch, Chair, Ruth Ann Deeg, Linda Gilmore, CPS, Dee Moy, Deb Sabo, Bev Staudinger, Linda Wittmann, CAP and Roberta Zylla

MN-ND-SD Division Mentoring Program

I bet we can all think of at least one person who we looked up to in our lives; someone who we went to for advice, guidance or just to talk. I'm sure you can think of at least one person – what did they do for you? There is a name for these types of people in our lives – they are called mentors.



The dictionary defines a mentor as an experienced adviser and supporter: somebody, usually older and more experienced, who advises and guides a younger, less experienced person. A mentor can also be called a trainer: a senior or experienced person in a company or organization who gives guidance and training. Does a mentor really have to be someone older? Can a younger person provide guidance to someone older? Being a mentor to someone or being the mentee knows no bounds.

The MN-ND-SD Division Mentoring Program is the perfect opportunity to connect with your fellow administrative personnel on a variety of levels. Maybe you're a new member and want a mentor in your chapter to learn more about the organization? Maybe there is a special skill you have always wanted to learn but just needed the right person to teach it to you.

The goal of the program is to ensure each of our members is provided with the resources they need to enhance the success of their career. A mentor cannot be a mentor without a mentee. Maybe you have a wealth of knowledge on a certain topic that you just can't wait to share with your fellow IAAP members. We are here to help. Visit www.iaap-mnndsd-division.org/mnndsddivision/mentoring for more information or e-mail mentoringpair@iaap-mnndsd-division.org to sign up.

Division Mentoring Committee
Career Connections

**The IAAP South Suburban Chapter thanks the volunteers
without whom there would be no Chapter**

As the seasons change from warm to cold,
As the leaves change color and lose their hold,
As the calendars change and we see a new year,
Our gratitude remains for those who volunteer.

~Author Unknown

The Housing Subsidies Program for Admins in Need of the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.



The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at www.iaap-rtf.org/programs/ain.html. If you feel you are qualified for program consideration (or know someone who is qualified), please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at www.iaap-rtf.org.

2011-2012 SSC Chapter Officers



President, Gayle Quedens, CAP
President-Elect, Melissa Thomas, CPS/CAP
Vice-President, Candy Retka
Secretary, LeAnn Marshall
Treasurer, Robbie Groth
Treasurer-Elect, Cathy Allen

Thank you for stepping up to lead our Chapter!



2011–2012 Committees

If you are interested in joining a committee, please know you can join at anytime! Please contact the Committee Chair or Chapter President, Gayle Quedens, CPS.

Bylaws & Standing Rules

Chair: LeAnn Marshall
Members: Sharon Kelsey

Certification

Chair: Sharon Kelsey
Members: Cathy Allen
Babs Moses

Employment

Chair: Dorene Perkins Monn
Members: **Your Name Here!**

Historian

Chair: Roberta Zylla
Members: **Your Name Here!**

Hospitality

Chair: Candy Retka
Members: Cathy Allen
Ruth Ann Deeg
Babs Moses
Hallie Warren, CPS
Linda Wittmann, CAP

Membership

Chair: Alison Fuller, CPS
Members: **Your Name Here!**

Newsletter

Chair: Linda Plaisance, CPS/CAP
Members: Babs Moses

Nominations

Chair: Michelle Prosch
Members: LeAnn Marshall
Dee Moy

Program

Chair: Marcia Beltz
Members: Babs Moses

Fundraising (Ways & Means)

Chair: Michelle Prosch
Members: Ruth Ann Deeg
Linda Gilmore, CPS
Dee Moy
Deb Sabo
Bev Staudinger
Linda Wittmann, CAP
Roberta Zylla

Chapter Website

Chair: Ruth Ann Deeg
Members: Sharon Kelsey

Mentors

No Chair needed as this is a part of the Membership Committee. One does not need to be a member of the membership committee to be a mentor. Every member can be available as a mentor to their fellow members.

Happy Birthday!



The South Suburban Chapter would like to wish a very happy birthday to the following members:

No October Birthdays

Happy IAAP Anniversary!

The South Suburban Chapter would like to congratulate the following chapter members on their anniversaries with IAAP! Happy Anniversary to all of you! We appreciate your continued support of IAAP and the administrative profession.



Kathleen Arneson	7 years
LeAnn Marshall	5 years
Candace Retka	5 years
Anita Snodgrass	1 year

If we missed your birthday or anniversary, we apologize and ask that you notify Linda Plaisance at linda.l.plaisance@hotmail.com for inclusion in future issues of *The Southern Edge*.

Don't Forget Your Online Resources!

IAAP Headquarters www.iaap-hq.org

MN-ND-SD Division website www.iaap-mnndsd-division.org

And don't forget us at South Suburban IAAP www.southsuburbانياap.org

Upcoming Events 2011-2012

October 14-16	MN-ND-SD Division Fall Educational Conference, Alexandria, MN
October 18	SSC Board Meeting
October 25	SSC Chapter Meeting
November 15	SSC Board Meeting
November 22	SSC Chapter Meeting
December 1	MLC Holiday Party
December 6	SSC Holiday Party
December 20	SSC Board Meeting
January 17, 2012	SSC Board Meeting
January 24	SSC Chapter Meeting
February 21	SSC Board Meeting
February 28	SSC Chapter Meeting
March 4-7	IAAP Spring Conference, Las Vegas, NV
March 20	SSC Board Meeting
March 27	SSC Chapter Meeting
April 12	SSC Chapter Meeting – combined APW
April 17	SSC Board Meeting
April 22-28	Administrative Professionals Week
May 15	SSC Board Meeting
May 18-20	MN-ND-SD Division Annual Meeting & Spring Professional Conference, Roseville, MN
May 22	SSC Annual Meeting
June 19	SSC Board Meeting
June 26	SSC Chapter Meeting
July 22-25	International Educational Forum and Annual Meeting, Grapevine, TX

Newsletter Article Deadline

Please contact Linda Plaisance at linda.l.plaisance@hotmail.com with your newsletter ideas and articles.

The deadline for the November issue is: **Friday, November 4, 2011.**



Please note: If articles or sections of articles are copied from other sources (including material from other IAAP websites), you must get permission in writing and send the documentation to the newsletter editor before it can be printed in our newsletter.

Member of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

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.

Chapter of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

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.