

ABOUT PORT CITY CHAPTER

As part of Georgia Division IAAP, the Port City Chapter is located in Columbus, Georgia and was chartered in 1964. The chapter provides exceptional networking and professional development activities for its members through monthly meetings and workshops.

Our members make up a diverse group of administrative professionals representing companies in the area. Members meet the third Tuesday of each month for business meetings with guest speakers. Through various committee activities, members also contribute time and effort to several local charities as well as select and honor an annual Executive of the Year.



PORT CITY CHAPTER

P. O. Box 1174

Columbus, GA 31902

Visit the following web sites for more information:

International Association of Administrative Professionals

www.iaap-hq.org

Georgia Division IAAP

The Georgia Division is comprised of twenty-eight (28) chapters throughout Georgia. For more information about the Georgia Division, please visit the website at:

Georgia Division

www.iaap-georgia.org

Port City Chapter meets the third Tuesday of each month at 6:00 p.m. at Aflac - CSC 4th Floor Conference Center 4A-3&4, 1932 Wynnton Road Columbus, Georgia



Port City Chapter

**Columbus, Georgia
Chartered in 1964**



Sailing to Succeed

2011-2012 Port City Board of Directors

President

**Brooke Pike, CPS
bpik@aflac.com**

Vice President

**Paula Hardy, CPS/CAP
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Treasurer

**Rose Massey, CAP
rmassey@tsys.com**

Secretary

**Gwen Ragster, CPS
gragster@synovus.com**

ABOUT IAAP

The International Association of Administrative Professionals® (IAAP®) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide.

Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The association works in partnership with employers to promote excellence.

Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals.

Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.

WHY JOIN?

There are many reasons to join this professional organization! You will benefit immediately from joining an organization that caters to your work environment.

During the 69-year history of IAAP, office professionals have recognized the value of membership in an organization that addresses their specific needs in the areas of:

- Career Development
- Leadership Skills
- Networking
- Image
- Professional Development
- Seminars & Conferences

WHAT'S IN IT FOR YOUR EMPLOYER?

IAAP can become your partner in leading your administrative professionals toward achieving excellence. We provide resources to meet the needs and challenges facing the administrative staff, today and tomorrow. IAAP members receive the tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.



IAAP provides resources to meet needs and challenges facing administrative staff, today and tomorrow.

Thanks to IAAP, administrative support professionals can take advantage of networking opportunities, certification programs, and educational products that set the standard of excellence. IAAP's code of ethics continues to set the standard of professional conduct. And, in working with business leaders and educators, IAAP members continue to develop skills and knowledge necessary to set the standard of performance.

INVEST IN YOUR FUTURE



Invest in your future! IAAP is here to help YOU excel!

Employees who demonstrate the Power of Professionalism give their employers a competitive advantage in the marketplace. The wisest employers recognize the importance of investing in the career development and training of their administrative support staff. IAAP is here to help YOU excel!

Port City Chapter 2011-2012 Calendar

July 19, 2011	Advanced Excel Kathryn Lewis (1 Recertification Point)
August 16, 2011	Port City's 47 th Anniversary Celebration
September 20, 2011	Communicate to Accelerate Bonnie Judy, CPS/CAP (1 Recertification Point)
October 1, 2011	Education Seminar Change Management "Surviving the Times" Different Personalities "Unleashing the Animal in You" Samuel Shelton (4 Recertification Points)
October 19, 2011	Executive of the Year Banquet Green Island Country Club
November 15, 2011	Organizational Planning Speaker to be Announced
December 2011	Valley Rescue Christmas Party* (No Meeting)
January 17, 2012	Taming Chaos Speaker to be Announced
January 2012	New Member Orientation Lunch*
February 21, 2012	Certification Banquet
March 20, 2012	Microsoft Office Program Membership Drive Speaker to be Announced
April 17, 2012	APW Luncheon*
May 15, 2012	Officer Elections
June 19, 2012	New Board Installation Ceremony

***Dates to be determined**