



What Is IAAP™? (Formerly PSI™)

In 1942, the first chapter of the National Secretaries Association was established in Topeka, Kansas. In February 1946, the first nationwide convention was held and members from the 115 established chapters elected the first association officers and started the Certified Professional Secretary® program. Professional Secretaries Week®, which is sponsored annually by IAAP, originated in 1952 and was designated as the last full week in April. Professional Secretaries Day™, which is on Wednesday of that week, is now nationally recognized. The members of the association voted in 1981 to officially change the name to Professional Secretaries International (PSI), in part, to recognize the international chapters that had been established. In 1998 at the 53rd International Convention & Education the association voted to officially change the organization's name to the International Association of Administrative Professionals to reflect the broader range of job titles and expanded responsibilities held by today's support staff. IAAP's membership is now 40,000 strong with members and affiliates in 700 chapters worldwide!

VISION

To inspire and equip all office professionals to attain excellence.

MISSION

To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence, and influence.

PURPOSE

To provide education and training, and set standards of excellence recognized by the business community on a global perspective.

HOW TO JOIN...

You may contact our Membership Chair, Deborah Baker, CAP or any of our Board members. Deborah will be happy to send you a membership application, tell you when our next meeting will be, or answer any questions you may have.

Georgia Power Chapter IAAP

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Georgia Power Chapter 2011/2012

241 Ralph McGill Blvd.
Atlanta, Georgia 30308



Who We Are

Chartered in April 1992 The Georgia Power Chapter was the first corporate chapter in the state of Georgia. Our primary purpose is to assist our members in professional growth, enhancing technological and administrative skills, and networking, while providing tools and information necessary to become effective workplace contributors. Our membership is open to all administrative support personnel including non-Georgia Power/Southern Company employees. Our 130+ members enjoy a variety of informative and educational meetings, which are held on the second Wednesday of each month.



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Board of Directors

Officers:

President	Rozetta Gray
President-Elect	Doris Cook, CAP
Vice President	Anita Sission, CAP
Treasurer	Luana Owens, CAP
Rec. Secretary	Sharon Moore
Corres Secretary	Wanice Odell
Honorary Dir.	Kerri Gibson, CAP-OM
Chairs:	
Bylaws & Standing Rules	Connie McKoy
Membership Newsletter	Deborah Baker, CAP
Educ/Programs	Laleeta S. Pitts
Retirement Trust	Angela Hosch
Scrapbook/Photo	Linda Carotenuto
Ways & Means	Cheryl Dezelle
Web Master	Tammy Lambert
	Anita Sisson, CAP

Past Chapter Meeting Topics and Other Events

September, 2010	New Member Installation
December, 2010	Bright Futures - Community Service Project
March, 2011	Annual Education Seminar & IMPACT Meeting
April, 2011	Administrative Professionals Luncheon
May, 2011	Officer Nominations & Voting
June, 2011	Installation of New Officers

Upcoming Events

August, 2011	New Member Installation/Get to Know Your Chapter Members
October, 2011	Avery Office Products
December, 2011	Bright Futures – Community Service Project
January, 2012	Technology Update
February, 2012	Impact Meeting
March, 2012	Educational Seminar
April, 2012	Administrative Professionals Luncheon
May, 2012	Election of 2012-2013 Officers
June, 2012	Installation of 2012-2013 Officers



What's In It For Me?

- Achievement/Success
- Certification
- Challenge
- Education
- Encouragement
- Enhanced Business Skills
- Facilitate Change
- Friendship
- Fun
- Increased Self –confidence
- Information
- Leadership Skills
- Networking
- New Ideas, Exchange of Ideas
- Problem Solving
- Professional/Personal Growth
- Recognition
- Resources
- Shared Experiences
- Speaking Skills
- Support
- Teamwork
- Travel Opportunities
- Georgia Power and Southern Company support this professional organization, and will pay the annual membership dues for its employees.

In today's business climate, there is no assurance of continued employment, but through membership in IAAP, you can gain skills to assure your continued employability.