

LAN Guidelines

For Ohio Division Local Area Networks (LAN)



**International Association of
Administrative Professionals®**
Ohio Division

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Revised and distributed by the Ohio Board of Directors
January 2012

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What is a LAN?

A LAN (Local Area Network) is an informal networking tool developed to bring together two or more chapters located within a reasonable driving distance of each other, for the purpose of networking, exchanging ideas, problem solving, and mutual support. LAN meetings are open to all IAAP members. Discussion during the LAN meetings usually includes reporting chapter activities, sharing successful fundraising events, exchanging interesting program ideas, sharing educational and seminar planning, and hints for officers and/or committee chairmen.

The goals of the LAN are:

- To form a bond between member chapters
- To strengthen and develop each members' IAAP experience
- To promote teamwork between chapters and members

LAN meetings are generally held three or four times in a year, usually on a Saturday. Most LANs have established a regular quarterly schedule for their meetings as well as an established time. It is best for the meetings to begin at either 9:00 a.m. or 9:30 a.m. and conclude at either 11:00 a.m. or 11:30 a.m. no later than 12:00 p.m.. Each LAN meeting is hosted by a volunteer chapter at the facility of their choice and provides refreshments such as coffee, tea, juices, and a variety of breakfast foods.

A LAN meeting is **always casual** in dress. Attendees can be traveling from a distance, so they should wear what is comfortable for travel.

LAN Coordinator

The LAN coordinator is a member of the LAN who volunteers to oversee and facilitate the LAN meetings. They agree to serve for the entire IAAP year (July 1 through June 30).

Guidelines and Duties

- Create a master list of each chapter in the LAN. Include each chapter president and their contact information (phone, cell phone, e-mail). Include in this list the division board contact for the LANs.
- Work with the host chapter to determine a date for each meeting, based on the established schedule of the LAN. Follow up with them to obtain a map and/or directions to the facility of their choice. The date and location should be given to the LAN coordinator no less than 60 days prior to the date of the meeting.
- Provide each chapter president in the LAN with the date, location and directions approximately 45-60 days prior to the meeting. This will allow ample time for each chapter president to give the information to their chapter members and to make plans to attend. If the LAN has an IAAP Web Community e-Group the LAN coordinator can post this information on the e-Group as well. Be sure to include the division board contact when sending the information regarding each meeting.
- Prepare an agenda/schedule for each meeting and provide it to the chapter presidents via e-mail or e-Group along with directions to the facility. Some things to include in the agenda are a welcome to all attendees, introduction of attendees and guests, chapter reports and announcements, a division update, international update, open discussion of chapter challenges

and issues, announcements, and a closing. The division and international update can be given by a division board member, if there is one in attendance.

- Keep a record of all who attend. Create a sign-in sheet that collects the attendee's name, chapter, office they hold (if any) as well as the date and location of the meeting. Chapter members may request this information as back-up for their Member of Excellence criteria. Chapter presidents may request this information as back-up for their Chapter Commitment submission.
- Make arrangements with either a member of the host chapter, or anyone of your choice, to take notes during the meeting. This is an informal meeting, so official minutes are not taken, nor approved at the next meeting. The notes are taken to allow the LAN chapters to share their ideas with those that did not attend.
- The day of the meeting, be sure to arrive a little early so you can work with the host chapter, ensuring the room set up is done according to these guidelines and that you are prepared for the guests arriving. Bring a few extra copies of the agenda as well as copies of the previous meeting's notes, as someone attending may have forgotten theirs.
- As the LAN coordinator, you should make every attempt to greet all guests as they arrive. This is a great way of getting to know someone from another chapter. Encourage the guests to help themselves to the refreshments before the meeting begins.
- Begin your meeting promptly. Keep track of your time closely, especially once you begin the open discussion portion. It is easy to get off track onto one topic and you do not want your meeting to run over, so keep the meeting flowing. It may take some time to get everyone into the discussion and participating, but do not be discouraged. Encourage the attendees to help themselves to additional refreshments as the meeting progresses. This will aid in maintaining the informal atmosphere of the meeting.
- During the final meeting of the year, part of your agenda should include choosing a new LAN coordinator for the upcoming year. This is a volunteer position. Encourage the attendees to seriously consider serving. Once a LAN coordinator has volunteered, note their name in your records and be sure the person taking notes marks it down as well.
- When you begin to wrap up the meeting, be sure to thank everyone for attending as they gave up several hours of a valuable Saturday morning to attend. It is important to show your appreciation for their being at the meeting. Invite them to attend the next meeting and encourage any non-IAAP members to return as well.
- As part of your closing, be sure to thank the host chapter for the location and refreshments. Confirm with the next host chapter that they are set for the next meeting. Also, do not forget to thank the person taking notes.
- Within a week to ten days of the meeting date, the person taking notes should have them typed and forwarded to the LAN coordinator. It is then the duty of the LAN coordinator to forward a copy of the meeting notes to the LAN chapter presidents. If the LAN has an IAAP Web Community e-Group, it is the duty of the LAN coordinator to post the notes on the e-Group. The sign-in sheet can also be included in what is sent to the chapter presidents and posted on the e-Group.
- Another important duty of the LAN coordinator is to keep a permanent record of all agendas, sign-in sheets, and meeting notes. These records should be passed to the new LAN coordinator within 30 days of the new year.

Host Chapter

The Host chapter is a LAN chapter member that volunteers to host one of the LAN meetings. They are responsible for choosing a date and time (based on the regular schedule of the LAN) selecting an appropriate location (providing a map and/or written directions to that location) and refreshments.

Guidelines and Duties

- Determine the best date possible for the meeting, based on the regular schedule of the LAN. Keep in mind any division or international events that may be happening around the same time. At least 60-75 days prior to that determined date, secure a location that will be appropriate to hold the typical number of attendees. The host chapter is responsible for having refreshments available for the attendees, so a location that will accommodate presentation of the refreshments is desirable. Try and choose a location that is easily accessible to the major highways in the area. Remember, there will be people attending and driving from a distance, so you want to make it as easy for them to find as possible.
- Provide the date, location and map/directions to the LAN coordinator no less than 60 days prior to the meeting.
- Refreshments are to be provided for the attendees. These generally include coffee, tea, juices, and a variety of breakfast items. You can request the LAN coordinator obtain an RSVP from each LAN chapter president (for the number of their chapter member attendees) so that the host chapter can plan properly for the amount of refreshments available.
- The day of the meeting, be sure that you and your chapter members arrive at the location early to set up the tables and chairs and arrange the refreshments.
- The room-set up for LAN meetings should be as follows:
 - For groups of 8-10 – one large round table
 - For groups of 11-30 – one large square grouping of tables
 - For groups of 31+ the tables should be set up in a large square or U shape. No chairs should be placed inside the U-shape.

The LAN coordinator should be seated at the head of whatever set up has been decided on.

- Arrange to have one or two host chapter members greet guests as they arrive and direct them to the meeting room. If the facility is large, arrange for signs to direct the guests to the room. Note where restrooms are located and provide this to the LAN coordinator. Arrange to have one or two other host chapter members monitor the refreshment set-up and invite attendees to help themselves prior to the meeting start.
- At the conclusion of the meeting, the host chapter is responsible for all clean-up and for returning the tables and chairs to where they were originally stored.

Division LANs

LANs and Chapters

Central Ohio LAN

- Athens Chapter
- Columbus Chapter
- Delaware Chapter
- Dublin Chapter
- Harding Chapter
- Heart of Ohio Chapter
- Polaris North Star Chapter
- Zanesville Chapter

Lake Erie LAN

- Black River Chapter
- Downtown Cleveland Chapter
- Forest City Chapter
- North Coast Chapter

Northeast Ohio LAN

- ASESIBA Chapter
- CODI Chapter
- Indian Trails Chapter
- Medina Chapter
- Tire Town Chapter
- Tuscora Chapter
- Wayne County Chapter
- Western Reserve Chapter
- Yo-Mah-O Chapter

Southwest Ohio LAN

- CCHMC Chapter
- Cincinnati Chapter
- Queen City North Chapter
- Wings Chapter

*Glass City Chapter is not affiliated with any LAN, due to its proximity in relation to the LAN locations

General Information

Each of the LANs is overseen by the division board contact. The division board contact will contact each LAN coordinator at the beginning of the IAAP year. If any LAN coordinator has any questions, they should feel free to contact their division board contact.