



For more information:
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What is IAAP?

International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and 600 chapters world wide. Founded in 1942 as the National Secretaries Association, the IAAP (formerly known as *Professional Secretaries International*) is headquartered in Kansas City, MO. International Headquarters carries out the duties assigned by the elected International Board of Directors. Canada District is one of the districts in North America and is divided into three divisions: Eastern, Western and Ontario. Ottawa West Chapter is part of Ontario Division.

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 do administrative professionals need an association?

Joining a professional association demonstrates your **commitment to your career**. IAAP is the place where you build relationships, tap your peers' expertise, swap ideas and discuss mutual concerns. IAAP works to build a professional image of administrative professionals in the workplace and creates standards for administrative professionals for the next five to ten years. As a member of IAAP, you will **help create the future** of the administrative profession.

Ottawa West Chapter:

The Ottawa West Chapter was chartered on September 16, 2004. The members of the Board of Directors are elected volunteers. Monthly meetings, featuring educational programs, are held on the third Wednesday of each month; September until June. In addition, educational seminars, workshops and social events are also planned.

Your Best Investment - Yourself: (US Funds)

Membership

Professional Membership (new)	\$133.00
Professional Membership (renewal)	\$118.00
Student Membership	\$65.00

Monthly Educational Meetings (CDN Funds)

Cost for Members

Monthly Meeting Dinner and Program	\$ 30.00
Monthly Program Only	\$5.00

Cost for Non-Members/Guests

Monthly Meeting Dinner and Program	\$ 30.00 *
Monthly Program Only	\$5.00

* attendance at two meetings/year and then increase to \$35.00 for dinner & program

For as little as \$133.00 US\$ (less than the average cost for a one-day seminar), you will have access to professional and personal development for one year.

Chapter Membership Offers Opportunities in the Following Areas:

Education:

- Professional development at monthly meetings as well as local, division and district seminars / workshops / conferences
- Certification - the internationally recognized standard for the administrative profession
- Challenge comfort zones - learning / testing leadership and management skills
- Gain experience in meeting management, presentation skills, public speaking and special event planning

Networking:

- Annual national and international conventions/ education
- Information sharing through local and international networking with people from a variety of related fields

What do I get?

IAAP membership benefits include access to research findings and your dues include subscriptions to *OfficePro*[®] magazine, *IAAP Connections*, Ottawa West Chapter Web Site (www.iaapottawawest.ca), Ontario Division Web Site (www.iaapontario.ca) International Web Site (www.iaap-hq.org), and much more:

- **Get Connected:** IAAP offers exceptional networking and professional development activities through its chapters and affiliate associations world wide. You'll connect with peers from virtually every type of business or service, small office or large corporation, students to seasoned professionals, in almost any geographic area. You'll have many opportunities to develop close-knit relationships with colleagues who can help to answer questions and find solutions to problems you face on the job. In addition, there are also numerous opportunities to sharpen your skills in event planning, public speaking, leadership, teamwork, and organizational development.
- **Keep Up With the Latest Trends:** IAAP's award-winning *OfficePRO*[®] magazine, published nine times per year, contains cutting-edge information on trends in office administration, new technology, and career development. *OfficePRO*[®] keeps readers informed and up-to-date on a wide variety of workplace issues and shows you how to do things better, faster, and cheaper. With membership in IAAP, you also will have access to *IAAP Connections* newsletter, a publication that focuses on current events in the association, upcoming conferences and events, research findings, media coverage, and member activities. *OfficePro Express*, an e-newsletter published every second week will provide you with breaking news helpful advice and workplace tips to help you through your busy day.
- **Enhance Your Knowledge and Skills:** IAAP's Headquarters offers member discounts on over 250 books, tapes, and other self-study materials. Use these resources to further your personal and professional development.
- **Obtain Professional Certification:** Become certified in your chosen profession and be recognized as a top-level office administrator. IAAP's certification program is the most widely recognized standard of excellence for administrative professionals.
- **Attend Seminars, Conferences, and Special Events:** The International Convention and Education Forum, held in a different city each summer, offers a wide array of educational workshops and international networking. In the spring, IAAP's Professional Education Conference (PEC) offers outstanding presenters and information you can take back to use on the job. IAAP chapters and divisions also hold regular educational events. There is also the Canadian Division Conference (CDC) held each year in a different location throughout Canada which offers an additional opportunity for networking and covers interesting topics.

Who can join?

IAAP membership is open to **all persons working in office administration** positions, along with business educators, students, firms and educational institutions.

Where do you meet?

September through June, the Ottawa West Chapter meets monthly, the third Wednesday in Kanata (2007-2008 location is Holiday Inn Select, 101 Kanata Ave., Kanata). Each meeting begins at 5:30 p.m. with a time

for networking, followed by dinner and a professional development program with a speaker. A short business meeting closes the evening. Most meetings are completed by 9:00 p.m.

Will I have to volunteer?

Most members find that **volunteering is the quickest route to receiving the full benefit** of IAAP membership because they grow their network faster, gain self-confidence and learn new skills such as presentation skills, event planning skills or leadership. However, volunteering is not a condition of membership.

How do I become Certified?

The IAAP has had a very effective **standard-setting** designation since 1951: The Certified Professional Secretary® (CPS®). Subject areas included in the CPS designation: Office Systems and Technology, Office Administration and Management. In 2001 IAAP added the new Certified Administrative Professional® (CAP®) designation that covers an expanded scope of administrative skill and knowledge, and builds on the existing CPS designation by adding Advanced Communication, Organizational Planning, Advanced Administration and Team Skills.

Employers, as well as administrative professionals, will gain a new standard of excellence and validate the expanded skills and knowledge required of today's office staff, through the certification program offered by IAAP. The Certified Administrative Professional® (CAP®) designation will attest to your advanced competencies needed in today's office environment.

To attain certification, an individual must meet prescribed requirements for education and work experience and pass four comprehensive examinations. To be eligible for certification, an administrative professional should have two to four years of work experience, depending on his or her level of college or technical education. Business educators and administrative students are eligible to write the exams. The Examination Review Guide (containing an outline, bibliography and sample questions) is available from the IAAP website (visit www.iaap-hq.org and click on "Professional Certification") to assist in preparation for the exams which are offered at designated locations each May and November. An Ottawa exam site was added in November 2003.

How do I find out more or Join?

- **Visit** Ottawa West Chapter Website www.iaapottawawest.ca Ontario Division Web Site: www.iaapontario.ca or International Web Site: www.iaap-hq.org .
- **Contact** Our Membership Chair, B.J. Morin by e-mail membership@iaapottawawest.ca or call 613-738-5499 x 506 to request a membership package.
- **Attend** a monthly meeting to meet the members and get a better understanding of what it's all about. To register, please contact Antonella Couse at registration@iaapottawawest.ca