



*Turning Jobs
Into Careers®*



IAAP Mission

Enhancing the success of career-minded administrative professionals in the State of Illinois by providing opportunities for growth through education, community building and leadership development.

For more info, visit our website:

www.iaap-illinoisdivision.org

Connect with the Illinois Division:



Division Purpose

- Promote the values and mission of the IAAP
- Promote the association's vision
- Assist the International Board
- Promote leadership
- Provide guidance and assistance
- Answer questions, inform members, and resolve issues

Division Duties

- Manage day-to-day operations of the division
- Represent all division members
- Communicate with all division members
- Assist chapters to implement programs, policies, and projects of International
- Promote membership, goals, programs, and educational activities.

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2011-2012 Illinois Division
President

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**International Association
of
Administrative
Professionals
(IAAP)**

Illinois Division

An organization with you in mind.

IAAP is a networking & educational association for administrative professionals.

Welcome to the Illinois Division of the International Association of Administrative Professionals.

Professional development for today's administrative professional.

The IAAP Illinois Division offers educational opportunities focusing on your career to advance your skills in technology, leadership, interpersonal skills, and many other topics of interest to administrative professionals. Members will be able to improve their leadership skills and network with others in the field.



WHO WE ARE

Today we are over 600 members and 19 chapters strong. We bring excellence and influence as career-minded administrative professionals throughout the division in all types of work environments (small and mid-sized businesses, technical schools, colleges and Fortune 500 companies).

HOW WE WORK

Once you join a local chapter or decide to become an Illinois Division Member-at-Large (DMAL), you *automatically* become part of the Illinois Division and the Great Lakes District.

As a member, you, your chapter, the Illinois Division and the Great Lakes District are all integral parts of IAAP. Each level interconnects to and with the other. There are four levels: the **member** or **chapter**, the **division**, the **district** and **international**. Each level is a valuable resource to you as a member.

EDUCATION

Through the IAAP, you can obtain professional certification and learn new business techniques. The Illinois Division, as well as the chapters in the division, offer many learning opportunities to grow professionally.

NETWORKING

Build relationships, tap your peers' expertise, swap ideas, share employment opportunities and discuss mutual concerns. Networking also enhances your interpersonal development and expands your comfort zone.

LEADERSHIP

The IAAP offers many leadership opportunities to those who want to get involved, make a difference, and learn new skills that can be used in the workplace and included on their resume.



ARE YOU READY TO GROW AS AN AMAZING ADMINISTRATIVE PROFESSIONAL?

The IAAP Illinois Division is here to assist you in your professional development. Contact us today, so we can prepare you for tomorrow.