

About Our Chapter

The *Two Rivers Chapter* of IAAP was installed in April 2004 and covers Naperville, Aurora, Lisle, Wheaton, Warrenville, and surrounding communities. In that short time we have grown to over 150 members from approximately 75 local companies. Our chapter focuses on education, networking, and professional development. In addition, we work to ensure our members learn about and stay aware of their local resources, products and trends.

For more information, please visit our website at www.iaap-tworivers.org or contact our vendor liaison at vendors@iaap-tworivers.org.

About Our Association

The International Association of Administrative Professionals (IAAP®) is the world's largest association for administrative support staff, with over 500 chapters and 40,000 members and affiliates worldwide.

For more than 60 years, IAAP has provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

Associate Membership

IAAP has a special category of membership for companies, individuals (non-administrative professionals) and educational institutions that sustain the objectives of IAAP and support the goals and vision of our organization. If you believe you would qualify for Associate Membership and you would like to learn more about this option, please contact our membership chair at: membership@iaap-tworivers.org.

2008-2009 Officers

Margaret Bucholz President	(630) 829-9807—Phone president@iaap-tworivers.org
Cheryl Franklin Vice President	(630) 434-5663—Phone vicepresident@iaap-tworivers.org
Catherine Korth CPS/CAP Treasurer	(630) 328-1131—Phone treasurer@iaap-tworivers.org
Carol Wagner Secretary	(630) 527-5144—Phone secretary@iaap-tworivers.org



Visit us
on the web

www.iaap-tworivers.org

Vendors: Partner With Us!



**International Association of
Administrative Professionals®**

Two Rivers Chapter
Get linked to a
target audience!



Partnership

The Two Rivers Chapter is interested in developing and strengthening relationships with vendors for our chapter.

You benefit by getting the word out to our members, your target audience, of your products and services. This creates a benefit to our members to learn about their local resources.

Sponsorship Opportunities

Our chapter has opportunities for sponsorship during the year at our various events. Currently we are helping the Illinois Division Board with procurement (financial sponsorship, door prizes, goodie bag items, etc.) for attendees for the 2009 Illinois Division Annual Meeting, which will be held in Oak Brook on April 24-26, 2009 and attended by administrative professionals from across the state of Illinois. We also offer a fall professional development seminar, a half day winter seminar, and other opportunities during the year. Contact us if you'd like to provide support.



Chapter Newsletter Advertising

We have recently begun publishing a monthly chapter newsletter (our chapter year runs July through June). If you would be interested in advertising in this newsletter, please contact us.

Vendor of the Month

We have a vendor of the month program where we highlight individual companies at our meetings. This is a opportunity to distribute your marketing literature and a small trade show-type giveaway. Those vendors that provide a door prize are also given the opportunity to present a brief 1-2 minute company overview during the meeting after which they pull the winning ticket for the door prize.

Vendor Expo

Our chapter offers a vendor expo every year at our Administrative Professionals Week Extravaganza. Several hundred administrative professionals from area businesses visit this annual event, which provides you the opportunity to market your products and services. Many of our vendors return each year because of the value of this event.

Tastings/Tours

If appropriate for your business (i.e. a restaurant, meeting space, office supply store, etc.), we are open to arranging a tour for small groups of members to visit your business and/or sample your products. These tastings and tours are generally limited to one per quarter.

Speaking Opportunities

Our chapter is always looking for speakers for our monthly meetings and seminars. Our programs are usually planned months in advance. Presentations should be approximately one hour in length and of an educational nature. We generally apply for recertification points for our programs, so the topic would need to be of a professional development nature.

Links

We provide links on our chapter website for members to discover their local and online resources. If you would like to be listed on this page, please advise.

Discounts

Some vendors choose to offer discounts to our members. If you would like to have any standing discounts or offers available to our members, we are in the process of setting up a special page on our website to highlight these offers.

Member Stamp of Approval

We are launching a special program called the "Member Stamp of Approval". This program will feature our members providing referrals of vendors that they have used, been satisfied with, and wish to recommend to other members. If you recognize one of our members among your clients, be sure to ask them to provide a referral for you. Referrals can only be provided by members and are available in the members only section. We only allow positive referrals, not negative comments.



We are open to additional suggestions, so feel free to talk to us if you have an idea for a new way to partner with your business.

For more information about any of these opportunities, please contact our vendor liaison at: vendors@iaap-tworivers.org.