

What is IAAP®

The International Association of Administrative Professionals® (IAAP®) is a not-for-profit professional association with 40,000 members and affiliates and 600+ chapters worldwide. The association works in partnership with employers to promote **excellence**. IAAP members include a diverse blend of administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professional fields. Many corporations, educational institutions, individuals, students, and international affiliate organizations also belong to IAAP®.

- The IAAP® **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.
- IAAP®'s **purpose** is to provide information, education and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP®'s **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs and publications.
- IAAP®'s **vision** is to inspire and equip all administrative professionals to attain excellence.

IAAP® World Headquarters, Kansas City, MO (USA)



To attend a meeting ...

Please contact:
Two Rivers Chapter Treasurer
deborah.allen@us.gt.com

For Membership Info ...

Please contact:
Two Rivers Chapter President
veronica.jones-finley@us.gt.com

(We appreciate your help in keeping our costs down. To ensure we have enough food at our meetings, food counts must be finalized the Thursday before the meeting. Cancellations received after that time cannot be refunded since we will be billed based on this count. **Funds must be collected prior to the meeting date.** Everyone is welcome to attend the meeting but dinner will not be available to those without prior reservation. No shows will be charged if cancellation is not received prior to meeting time.)



Two Rivers Chapter

Welcome to Two Rivers Chapter



*The Power of
Commitment
The Key to Your Future*

About the Two Rivers Chapter



The Two Rivers Chapter was chartered in April 2004 and covers Naperville, Lisle, Downers Grove, Wheaton, Warrenville and surrounding communities. We have already grown substantially with over 70+ companies represented in our chapter and over 100 members.

We meet on the second Tuesday of the month from September through June. Our meetings begin with a networking opportunity followed by dinner. We then have a brief business meeting and a professional development program. Most of these programs qualify for CPS/CAP recertification points (which we actively pursue) and the training requirements in your workplace. Our chapter averages more than 20 recertification points issued each fiscal year.

In our quest to enhance our members' technical expertise, we offer free quarterly computer classes. IAAP members who do not belong to the Two Rivers Chapter and non-IAAP guests can attend for a fee.

2011 - 2012

Board of Directors

For more information, please visit our website at www.iaap-tworivers.org or you can contact any of our board members below:

Veronica Jones-Finley (Ronnie)

President veronica.jones-finley@us.gt.com

Carol Synal

Vice President cfsynal@suncoke.com

Deborah Allen

Treasurer deborah.allen@us.gt.com

Norma Kassanitz, CPS

Secretary njk1990@wowway.com



I A A P®

Please Join Us!

We welcome everyone! Whether you are a transferring member, a new member or a member-at-large, you will soon discover the benefits of being involved at the chapter level of the International Association of Administrative Professionals® (IAAP). Members are the key to our success.

Mentoring - with the vast knowledge and experience within our group.

Educating - with the excellent programs and continuing education opportunities.

Molding - leadership skills for personal and professional growth.

Bettering - yourself through active participating.

Encouraging - each member to obtain their goals, personally and professionally.

Relationships - through networking and meetings.

The **Two Rivers Chapter** encourages active membership in order to achieve the greatest benefit. Committee participation is a great way to become active. It is a growing experience.

Participation in meetings and programs is another excellent resource for continuing education and growth. We encourage members to attend the chapter meetings as well as divisional and international meetings. Active members are assets not only to the chapter, but to the companies they work for.

Veronica Jones-Finley
2011-2012 Two Rivers Chapter President