

---

## Chapter Information

---

### Meetings

**Hawkeye Chapter** members meet on the second Wednesday of the month to participate in educational programs.

Ten of the meetings include a professional or personal development program and two are social events.

### Membership

**Hawkeye Chapter** currently has a membership of nearly 100 from over 50 different businesses in and around Des Moines. Our members have expertise in the fields of medicine, insurance, banking, engineering, manufacturing, and education, to name a few.

### Dues

\$112 per year  
plus a one-time processing fee of \$15

Monthly meeting meals average cost  
\$13.00 - \$16.00

Check with your employer, many companies support membership in a professional organization.

Advance your career today by joining International Association of Administrative Professionals®!

---

## Benefits

---

Networking – Meet other administrative support professionals and learn how others handle some of the same career-related challenges you may encounter. Gain access to job opportunities not readily known to the public. Build a support group of friends and business associates.

Education – In addition to the 10 professional and personal development seminars at the monthly meetings, seminars and conventions are offered to further your education and gain Continuing Education Units (CEU's).

Management Experience – Many opportunities exist within Hawkeye Chapter IAAP® to gain hands-on management experience. By chairing a committee or running for office, you can acquire the skills and know-how to accomplish goals by working with others. Advance through the IAAP® organization by holding an office at the Chapter, Division, District or International levels.

OfficePRO® Magazine – A subscription to the OfficePRO® magazine is included in membership dues. The magazine has a wide variety of timely articles related to the administrative profession.

Professional Certifications – Hawkeye Chapter supports those interested in obtaining the Certified Administrative Professional and/or OM (Office Management) designations.

---

## Chapter Activities

---

- Sponsors educational seminars/workshops
- Hosts Administrative Professionals Day event
- Hosts Executive Recognition Breakfast
- Participates in community projects such as The Food Pantry, sponsoring families during the holiday season through various organizations, and volunteering at events such as the Jolly Holiday Lights and Iowa Public Television's telethon.
- In 1996, Hawkeye Chapter hosted the organization's International Convention. Over 1,400 administrative professionals from throughout the world were in attendance.

Share your expertise and enhance your skills by participating as an officer in chapter activities or by being involved on a committee.

### Officers

President	President-Elect
Secretary	Treasurer
Assistant Secretary/Treasurer	

### Standing Committees

Administrative Professionals Week®  
Chapter Development  
Certification  
Communications  
Financial Resources  
Membership Development  
Training and Development

### Special Committees

Budget and Audit  
Financial Resources  
Nominating  
Retirement Trust Fund  
Webmaster

---

## History

---

**Hawkeye Chapter** was organized on April 6, 1942, and was the fourth chapter established under the new organization, called the National Secretaries Association. The name was changed to Professional Secretaries International® February 12, 1981.

Today the organization is known as International Association of Administrative Professionals® (IAAP) to better reflect the broader range of job titles and expanded responsibilities of the members.

IAAP® is the largest professional association for administrative assistants, office coordinators, clerical supervisors, executive secretaries, and other types of administrative staff in the world. There are over 700 chapters and approximately 42,000 members and affiliates worldwide.

For More Information:

visit

our web sites

<http://www.iaap-hawkeye.org>

<http://www.iaap-hq.org>

<http://www.iaap-iowanebraska.org>

Or call Sarah Bantz, President

515-447-4754

[sbantz@faegre.com](mailto:sbantz@faegre.com)



July 2011

**Achieve  
Excellence**

*With*



I  
A  
A  
P

**Hawkeye Chapter**

International  
Association of  
Administrative  
Professionals®



Des Moines, Iowa