



**ANNUAL
PRESIDENTIAL REVIEW
FOR USE BY
ESMÉ VAN DER MERWE
AT THE FIRST
ANNUAL GENERAL MEETING
OF
THE JOHANNESBURG CHAPTER-AT-LARGE
OF THE
INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS
ON
THURSDAY 19 MAY 2011
AT
ADVTECH HOUSE, INANDA GARDENS**

1. **INTRODUCTORY REMARKS**

This first Annual General Meeting of the Johannesburg Chapter of the IAAP brings to an end my first term as Chapter President and it also concludes a year in which the establishment of the Chapter can be seen as a milestone for the administrative profession in South Africa. As Chapter Members you are thereby busy writing history.

Let us, not for one moment, pretend that we've arrived. Our endeavours are still small compared to other Chapters, but it is critically important to recognise these humble beginnings.

To our Board Members, without whose dedication and commitment I would not have been able to present this report, I can only say: I salute you! Thank you very much for allowing me the honour to lead you through this difficult period to create a new Chapter. A special word of thanks to Rosely Van der Merwe, who served as President-Elect and Jeanette Clack who served as Minute Secretary until February this year. Both of them unfortunately had to resign their positions due to personal reasons. Their knowledge and guidance was of great value to the Board during our first few months to establish the Chapter and their presence is sorely missed at our meetings. The Board then decided not to continue with these two positions to streamline the Board to meet current needs. Then I would also like to thank Lee Chapman, Vice President, Dawn Williams, Treasurer and Kelly Williams, Secretary for their continued support and dedication. They have not missed a single Board or Chapter meeting or networking session. Whenever I phoned them, they were always ready to assist. I am sure you will agree that it deserves a round of applause!

2. **DELIBERATIONS DURING THIS YEAR**

Includes the following:

- Newsletter for the Chapter;
- Finalisation of the Chapter Bylaws;
- Partnership with The Independent Institute of Education;
- Kiosk at the annual ICAP Indaba;
- Excellent topics at our networking events;
- Our Treasurer presented papers at various national PA or Secretary conferences;
- A delegation of our Chapter attended the 2010 EFAM convention in Boston during July 2010.

2.1 **TALK SA – Newsletter for the Chapter**

One of the first things the Board did was to establish a newsletter for our Chapter. We ran a competition amongst members to select a name for the newsletter and Rosely's proposal, i.e. **TALK SA** was selected as the name for our newsletter. Kelly Williams, Secretary of the Chapter is the Editor and she is doing extremely well with the newsletter, bringing us relevant information in a very professional manner. Five editions have been published with April 2011 as the latest edition.

2.2 **Finalisation of the Chapter Bylaws**

Finalisation of the Chapter Bylaws is key to run the Chapter legally according to IAAP regulations. According to South African Banking Laws we need to submit Articles of Association before we can open a bank account. The draft Bylaws have been submitted to you in advance and will be tabled this evening for your consideration.

2.3 Partnership with the Independent Institute of Education

The Mission of the IAAP is: “Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development”. Therefore one of the main deliberations of our Chapter needs to be the education not only of our members, but also the education of young individuals that can become industry leaders in years to come. The Independent Institute of Education is the education arm of ADvTECH. Lee Chapman, Vice President of our Chapter is the Personal Assistant to the CEO of ADvTECH and she is the project leader in this regard. Lee, accompanied by Dawn Williams, Treasurer, conducted a meeting with the Independent Institute of Education and they have decided to follow a conservative route initially to get the process underway and to build on this in future. Therefore for this year, Chapter members could make themselves available to address the Independent Institute of Education students as part of the “Address the Students” project. Knowledge transfer is vital for the future of our profession and therefore members are urged to participate in this initiative that would only require you to be out of the office for a couple of hours at a time.

2.4 Kiosk at the annual ICAP Indaba

The Chapter partnered ICAP during the annual ICAP Indaba in March 2011.

2.5 Networking Events

The networking events were not supported by members to such an extent that we can at this stage claim success, but the Board will continuously strive to present relevant topics at the networking events.

Topics addressed during this year, are:

- Office Politics (presented by Dawn Williams);
- Managing Upwards (presented by Lee Chapman);
- Consumer Protection Act (presented by Dawn Williams);
- Beat the Office Bully (webinar presented by Rhonda Scharf).

Due to lack of interest, two of our networking events had to be cancelled. The Board aims to avoid such unfortunate mishaps in future.

The ICAP Indaba also formed part of our networking programme and members networked with delegates throughout the two days. Important new alliances were formed during these sessions.

The Webinar held on 20 April was an experiment to determine whether we can utilise it for future networking events. All attendants agreed that it was most successful.

The next networking event will be the Murder Mystery Dinner scheduled for Friday, 3 June 2011 at Fiddlewoods Restaurant in Johannesburg. Members can invite spouses, friends and family to try and solve the murder of Ramsey Gordon, Famous Chef.

2.6 Promoting the Chapter in South Africa

It is critically important that South Africa becomes aware of our Chapter and what we stand for. Therefore the fact that our Treasurer gets invited to present papers at various national PA

or Secretary Conferences contributes to promote our Chapter to corporate South Africa. Well done Dawn.

2.7 Representation at EFAM in Boston, USA

A delegation of our Chapter attended the 2010 EFAM convention in Boston during July 2010. They were: Rosely Van der Merwe, then President-Elect, Lee Chapman, Vice President and Dawn Williams, Treasurer.

As a direct result of this, Lee has been invited to present a paper on the secretarial profession in South Africa at the Congress of International Secretaries (COINS) being held in Brazil on 28-29 October 2011.

Attendance of EFAM therefore not only expose attendees directly to any changes to the International Bylaws or decisions taken, but it also promotes our Chapter globally. As Chapter we wish Lee all the best for a successful presentation in Brazil.

3. CHALLENGES WE HAVE EXPERIENCED DURING THE YEAR

- Attendance of meetings and member involvement;
- Retention of membership; and
- Raising of funds to support our projects.

3.1 Member Involvement

The biggest challenge for our Chapter is member involvement. At the moment most meetings are attended by only 50% of our members. To ensure positive energy and fruitful exchange of ideas at meetings, it is important that most of the members attend meetings. Members are urged to become active to enhance the knowledge pool.

3.2 Member Retention

Six of the initial fifteen members that joined IAAP at the creation of our Chapter, did not renew their membership. Most of them have been due to personal circumstances like heavy work load and financial constraints.

It is concerning that 40% of our initial members did not renew their membership and the Board will work hard during the 2011/2012 term to retain our members.

During the period under review we were fortunate that six new members joined our Chapter. They are:

- Namagadi Dikoko;
- Tania Marnewick;
- Annelise Leopard;
- Anna-Mari Bronkhorst;
- Debbie de Jager; and
- Hlengiwe Cele.

We've also received four further applications which are in the process to be finalises. They are:

- Zamazulu Nyawase;
- Diana Milo;
- Faheema Mia; and
- Emma Mphahlele.

Should their applications be finalised, the Chapter will show a 30% increase. This is excellent and in this instance I would like to thank Dawn and Kelly Williams for their hard work to scout for new members.

3.3 Fund Raising

We need to raise funds for amongst others, the following:

- In terms of the Bylaws, our financial statements have to be audited externally within a month after financial year end in June;
- We need to pay more or less R1,600.00 every six months for the website. Thank you to Brian Clack and Dawn Williams for paying the first year's subscription fees for our website;
- It is my passion to transfer knowledge and to motivate other office professionals and I am sure most of you also have this as one of your personal drivers. Therefore it is my dream that we as a Chapter can sponsor a scholarship for a deserving student towards studies in the administrative field;
- Payment of general expenses like pamphlets and stationery;
- Payment of pins and certificates;
- Payment of high quality speakers at networking events.

As you know, money makes money. Therefore the raffle at networking events was the first step to raise funds. The Murder Mystery Event on 3 June is also apart from a networking event, a fundraising event.

The Treasurer is also busy negotiating with Bantax to become a sponsoring partner of the Chapter and then be recognised in **TALK SA** and at events by displaying their logo.

The financial statements will be discussed in detail by the Treasurer.

4. OUTLOOK FOR THE YEAR AHEAD

4.1 Buddy Support System

The Buddy Support System, in partnership with the Independent Institute of Education, will be rolled out for the 2011 graduates from January 2012. Through this project, Chapter members would be able to share knowledge without having to leave their office environment. Support will be offered to young individuals electronically.

4.2 Growth Opportunities

As a new Chapter, we have reached appreciable levels of success, however the outlook for 2011/2012 is to increase our membership exponentially and invest in industry related upliftment projects.

4.3 Fundraising Networking Sessions

Apart from the Murder Mystery Dinner scheduled for this financial year, two fundraising networking events have been planned for later in this year but would fall in the next financial year. We will host a Secretaries Lunch on Secretaries Day and a Spring Ball in October 2011.

5. ACKNOWLEDGEMENT

This report will be inconclusive if we do not acknowledge the company providing us shelter. It is therefore my pleasure to thank ADvTECH for the use of this facility for our meetings. The

facilities are excellent. The food served at our meetings and networking sessions is also provided by ADvTECH. Thank you very much Lee for making the venue available to us.

We have received a generous donation of R1,000.00 from two individuals that want to recognise the importance of this Chapter for the administrative profession in South Africa. They have requested to remain anonymous but their contribution still needs to be recognised.

Can you please join me in a round of applause to thank ADvTECH and our anonymous donors for their support to our Chapter?

6. CONCLUSION

Finally, to all members of the Chapter, and specifically to my fellow Board members, thank you for the co-operation I have been so privileged to receive during this first year.

It has been a profound privilege to chair the Chapter meetings and it is an experience that I shall hold dear for the duration of my career and which I am sure will still come to my advantage in future.

Thank you very much.