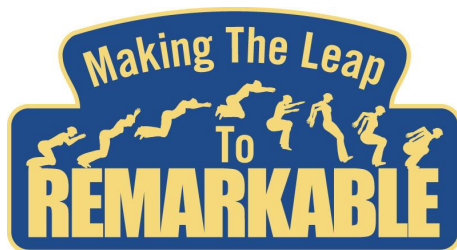


**International Association of  
Administrative Professionals®**

[www.iaap-hq.org](http://www.iaap-hq.org)



*2011 – 2012 International Theme*



## **NORTH DALLAS CHAPTER MEMBER ORIENTATION BOOKLET**



**2011 - 2012**

NOTES



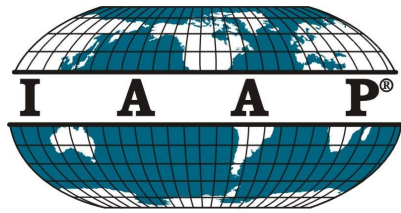
NOTES

## IAAP ACRONYMS

<b>APD</b>	Administrative Professionals Day
<b>APW</b>	Administrative Professionals Week
<b>B&amp;SR</b>	Bylaws and Standing Rules
<b>CAP</b>	Certified Administrative Professional
<b>CEU</b>	Continuing Education Unit
<b>CND</b>	Canada District
<b>CPS</b>	Certified Professional Secretary
<b>EFAM</b>	Education Forum & Annual Meeting
<b>GLD</b>	Great Lakes District
<b>IAAP</b>	International Association of Administrative Professionals
<b>IC</b>	Institute for Certification
<b>IDPC</b>	Incoming Division President's Conference
<b>NED</b>	Northeast District
<b>NETAC</b>	Northeast Texas Area Council
<b>NWD</b>	Northwest District
<b>OM</b>	Organizational Management
<b>RP</b>	Registered Parliamentarian
<b>PRP</b>	Professional Registered Parliamentarian
<b>PIP</b>	Past International President
<b>PIC</b>	Past International Chairman
<b>R&amp;E</b>	Research and Educational Foundation
<b>RTF</b>	Retirement Trust Foundation
<b>RTFC</b>	Retirement Trust Foundation Committee
<b>SED</b>	Southeast District
<b>SWD</b>	<b>Southwest District</b>

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**International Association of  
Administrative Professionals®**

### **Member Orientation Introduction**

Welcome to the North Dallas Chapter and to the International Association of Administrative Professionals® (IAAP®). We are happy that you have chosen us as your IAAP home. Your membership will involve you in the activities and goals of the world's leading association for office professionals, with members and affiliates around the world. Your membership affords you an instant global network of peers and the tools for facing the many important issues affecting the office professional today... and in the future.

As a member of IAAP, you will have opportunities to meet with and learn from other office professionals, thereby enhancing your professional and personal growth.

By participating in a local chapter, you can develop skills not available in the workplace; such as mentoring, computer skills, planning agendas and meetings, speaking and presenting to groups. Members can serve on executive boards as well. We have several leadership opportunities as committee chairs and officers, such as secretary, treasurer, vice president, and president at the local chapter level as well as division and international levels.

## **INTERNATIONAL EDUCATION FORUM AND ANNUAL MEETING**

### **FUTURE DATES/SITES**

July 22-25, 2012	Gaylord Texan Resort Grapevine, Texas
July 28-31, 2013	Anaheim Convention Center Anaheim, California
July 27-30 2014	Milwaukee Convention Center Milwaukee, Wisconsin
July 26-29, 2015	Kentucky Intl Convention Center Louisville, Kentucky

## LOG ONTO THE IAAP WEB

Follow the links below to find your membership record and set up a new user ID and password in the IAAP website. Log on today and learn more about IAAP and your chapter.

User name: \_\_\_\_\_ Chapter Number: 559370

Password: \_\_\_\_\_ Membership Number: \_\_\_\_\_

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

Chapter Website: <http://www.iaapnorthdallas.org>

Division Website: <http://www.iaap-txla.org>



## NORTH DALLAS CHAPTER'S MISSION

The *mission* of the North Dallas Chapter of IAAP is to be the acknowledged, recognized leader of office professionals in the Dallas business area and to enhance our individual and collective value, image, competence, and influence.

Our *purpose* is to provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Our *vision* is to inspire and equip all administrative professionals to gain excellence.



The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

## **IAAP At A Glance**

Founded in 1942, IAAP was first known as the National Secretaries Association (NSA). The name changed in 1981 to Professional Secretaries International (PSI), the Association for Office Professionals, and again changed, this time to International Association of Administrative Professionals (IAAP), in August of 1998. The World headquarters for IAAP is located in Kansas City, Missouri.

Our goal is to enhance your individual and collective value, image, competence, and influence. IAAP represents more than 40,000 members and affiliates worldwide. We are the originator and sponsor of Administrative Professionals Week® (APW®) and Administrative Professionals Day® observed universally each April.

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 professions and to promote their working relationship with management through continuing education, authorized programs, and publications.

IAAP's vision is to inspire and equip all administrative professionals to attain excellence.

## **FINANCIAL REPORT COMMITTEE**

*This committee is found in Section VIII of the Chapter Bylaws.*

A financial report shall be made of the Chapter financial records by a qualified person or persons appointed by the President. Such financial report shall be completed within 45 days of the close of the fiscal year, a written report covering the financial report submitted to the Chapter membership at the Chapter meeting following the financial report, and their records transferred to the newly elected Treasurer.

In the event of a vacancy in the office of Treasurer, a financial report shall be made of the Chapter financial records by a qualified person or persons appointed by the President.

## **PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern IAAP in all matters of procedure not otherwise covered by the International Bylaws and Standing Rules and/or Division and Chapter Bylaws and Standing Rules.

## WAYS AND MEANS COMMITTEE

The Ways and Means Committee shall devise and promote projects to raise funds to further the objectives of IAAP and the Chapter. Projects should be in line with professionalism. Two of North Dallas Chapter's fundraisers include sales of Flower Power and Current stationery.

**Learning Opportunities:** Creativity, communication, public relations salesmanship, and develop a totally new way of funding events.

**Hint:** This committee is a good opportunity for someone who likes working with money and seeing the Chapter accounts grow. Fundraising activities can be fun for the entire Chapter, and there are opportunities to sell items at International and Division events, which also create networking opportunities.

## IAAP Core Values

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.





## Retirement Trust Foundation (RTF)

The Retirement Trust Foundation was created by IAAP (then National Secretaries Association) for specific purpose of "... acquiring, maintaining, and operating a retirement center for needy and elderly secretaries." The Trust also is empowered to raise and preserve a fund to which tax-deductible contributions may be made. The fund is to be used to carry on the specific purpose of the Trust; four are elected at-large from the membership and the International President and International Treasurer serve by virtue of their office.

Vista Grande began in 1947 as the dream of one secretary who suggested at a convention that the Association should invest in a retirement center for its members, and who followed her remarks with a personal donation toward that dream. Today, we have a one-of-a-kind retirement center for retired office professionals built and maintained through contributions to the non-profit Retirement Trust Foundation.

To help busy members of IAAP with a reminder of their investment in the Retirement Trust Foundation, the International Board of Trustees proposed the concept of "one pledge-one contribution" per member, per year. In keeping with this concept, it is hoped that administrative professionals will take time throughout the year to remember and become part of IAAP's investment in the future of its members.

## MEMBERSHIP COMMITTEE

Membership Committee shall direct all activities of the Chapter having to do with the promotion and retention of membership.

**Learning Opportunities:** Marketing, communication, public relations, support/social and public speaking.

**Hint:** This committee needs continuous attention all year long. Although not extremely high activity, a dedicated member will spend many days searching for new members.

## PUBLICITY COMMITTEE

The Publicity Committee promotes Chapter meetings and events using local media.

**Learning Opportunities:** Public relations, communications, public speaking, working with diverse personalities and consistently meeting deadlines.

**Hint:** This committee is a good opportunity for someone who likes to do publicity-type activities. There are a lot of great ideas and this would be an opportunity to be a part of the voice of the Chapter.

## NEWSLETTER COMMITTEE

The objective of the Newsletter Committee is to publish a quality bulletin that follows the guidelines set by the North Dallas Chapter and the Texas-Louisiana Division of IAAP.

The Committee publishes 12 bulletins annually which are emailed in a timely manner to members of the North Dallas Chapter of IAAP, as well as the Texas-Louisiana Division Officers and potential new members.

Each bulletin should contain:

- Cover Page
- Listing of Officers
- Meeting Information
- President's Message/IAAP International News/Division News
- Chapter News, including
  - Minutes of the previous meeting
  - Member Profiles
  - Minutes of the previous meeting
  - Committee Reports
- Educational and Career Articles
- Calendar of Events

**Learning Opportunities:** Creativity, consistently meeting deadlines, decision-making, working with diverse people as a team, problem solving, desktop publishing, use good judgment as to professionalism/suitability of articles and advertising.

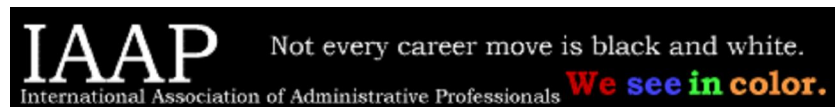
**Hint:** This committee needs continuous attention all year long. A dedicated member will spend many days searching for material. Membership is always encouraged to participate by providing articles and reports. All Chapter members are invited to contribute to the success of this committee.

## IAAP Research & Educational Foundation (R&E)

The International Association of Administrative Professionals Research and Educational (R&E) Foundation was established 1966. It is an independent, non-profit, foundation administered by a board of six trustees who oversee the research and educational projects designed to further public knowledge of office administration and administrative careers.

Monetary donations by individuals, chapters, and corporate sponsors are always welcome. Contributions made to the Foundation are tax deductible. Since its inception, the R&E Foundation has raised nearly a quarter of a million dollars to further its purpose and goals in the following programs:

- Continuing Education Unit (CEU)
- Grants for seminars and educational workshops
- Grants for online training and educational Internet events
- Grants for benchmarking studies and other research projects



The *International* organization is made up of 6 districts:

Great Lakes  
Southeast  
Northeast  
**Southwest**  
Northwest  
Canada



As well as  
International  
Chapters and  
Associated

International Affiliates from countries as diverse as the Jamaica West Indies, Korea, Philippines, Angola, Hong Kong, India, Japan, Singapore, Thailand, Aruba, Barbados West Indies, and Iceland. (Bahamas, the West Indies, England, Sri Lanka, New Zealand, and Russia)

There are currently more than 40,000 members made up of approximately 600 chapters worldwide. We have an International Board of Directors and publish our own trade journal, the "Office Pro," which you automatically receive as an IAAP member. IAAP holds the International Education Forum and Annual Meeting in July of each year, and all members are eligible to attend.

## CERTIFICATION COMMITTEE

Shall stimulate interest and encourage participation in the CPS/CAP Program (CAP-OM Program as of November 2011). Provide educational guidance in preparation for exams.

Exams are scheduled the first weekends of May and November.

Every five years, you must submit recertification materials in the month that you were certified (i.e., May 2009 recertify May 2012).

**Learning Opportunities:** Public relations, decision making, understanding the needs of others, persuasion skills, support/social, creativity, and public speaking.

**Hint:** This committee is a good starter experience as it is relatively easy to follow guidelines and past history.

- Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules Committee on behalf of the Chapter.

**Learning Opportunities:** To be a thoughtful leader; maintain or change direction of the organization; debate issues and come to consensus; public speaking.

**Hint:** This committee is a good opportunity for someone who likes to work with and learn parliamentary procedure. There will be a need to study and review the Bylaws. This is a chance for a newcomer to become more informed on how IAAP works.

The *Southwest District* consists of 7 Divisions:

Arizona/Nevada/New Mexico  
Kansas  
Arkansas/Oklahoma  
Missouri  
California  
Texas-Louisiana  
Hawaii

The North Dallas chapter meetings are held on the third Tuesday of each month beginning at 5:30 p.m. for networking, 6:00 p.m. dinner, and 6:30 p.m. program/meeting. These meetings are open to all members, and you are encouraged to attend. Dinner reservations are to be submitted to Treasurer Joy Yockey ([IAAP.Reservations@yahoo.com](mailto:IAAP.Reservations@yahoo.com)) no later than seven days prior to the meeting.

The North Dallas Chapter takes part in small community service projects. We encourage you to become active in one or two committees as soon as possible. You will get out of IAAP as much as what you put into IAAP. If you have questions, please speak to any officer or committee chairman, and they will try to answer them for you.

## OFFICERS OF NORTH DALLAS CHAPTER – IAAP

Chapter officers are obligated to uphold and represent the interests of IAAP and the profession as a whole

A candidate for office, at the time of nomination and election, shall be a member of IAAP in accordance with the IAAP definition of an administrative professional.

No member shall hold more than one chapter office at a time. No member shall hold a Division office while serving as a chapter officer, except to complete the current fiscal year.

A candidate for office shall have preferably been a Professional or Professional-Merited member of this chapter for at least one year prior to the time of nomination, and a candidate for the office of President shall have preferably served as an officer of this Chapter at least one full year prior to nomination.

Officers shall assume office at the close of the fiscal year and shall serve for a term of one year, or until successors are elected and take office.

Officers serve no more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

The formal duties of the Officers are described in the International Association of Administrative Professionals, North Dallas Chapter Bylaws, Standing Rules and Procedures, Section III.

### 2011-2012 Chapter Officers

President	Sherry Allen, CAP-OM
Vice-President	Marcela Holley, CMP
Secretary	Beth Childers, CAP-OM
Treasurer	Joy Yockey

## STANDING COMMITTEES OF NORTH DALLAS CHAPTER – IAAP

*Standing Committees shall be composed of a chairman and such additional members as the chairman requests, subject to the approval of the Chapter membership expressed at a scheduled meeting, a quorum being present. Appointments shall become effective at the close of the fiscal year for a term of one year.*

*All committees shall be directly responsible to the Chapter membership present at a scheduled meeting.*

### BYLAWS AND STANDING RULES COMMITTEE

- Chairman shall be appointed by the President and serve as the Chapter Parliamentarian and have an understanding of parliamentary procedures.
- Shall maintain conformity in Chapter bylaws and Standing Rules with the International and Division Bylaws and Standing Rules.
- May propose edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them together with the Committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.
- Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review as amended or at least every four years.

## DUTIES OF THE SECRETARY

*The ability to communicate is a characteristic which would strengthen your effectiveness in this position. A commitment to attend all chapter and board meetings is required.*

The Secretary shall:

- Keep an accurate record of all chapter and Board of Directors meetings.
- Have custody of the chapter Charter and other official documents.
- Have available at all meetings up-to-date copies of the International, Division, and chapter Bylaws and Standing Rules.
- Perform such other duties as may be assigned by the Board of Directors of the chapter.
- Give notice of all meetings, as directed by the president.
- Conduct the correspondence of the chapter in accordance with the direction of the president and/or the Board of Directors.
- Following the installation of officers, file the names and addresses of the president and secretary with the local Chambers of Commerce, Better Business Bureau, and the Post Office, and keep such information up-to-date throughout the year.
- Keep up-to-date listings of officers of all pertinent professional organizations in the North Dallas metropolitan area.

## DUTIES OF THE PRESIDENT

*The ability to communicate and motivate are characteristics, which would strengthen your effectiveness in this position. You will have the opportunity to grow and stretch outside of your comfort zone, in such areas as organization, negotiation, delegation and public communication. You will make life-long friends both within the Chapter and throughout the organization. A commitment to attend all chapter and board meetings is required.*

The President shall:

- Preside at all meetings of the chapter and Board of Directors.
- Subject to the approval of the Board of Directors, appoint the chairmen of all committees, unless otherwise specified.
- Be a member *ex officio* of all committees except the Nominating Committee and Audit Committee.
- Perform other duties incidental to the office of president.
- Endeavor to serve the entire chapter in a strictly impartial manner.
- Be familiar with the International, Division, and Chapter Bylaws and Standing Rules.
- Keep the membership informed as to IAAP official communications.
- Keeps the division board contact fully informed on all matters concerning the chapter.
- Countersign checks drawn on the chapter's funds. The president should be bonded, with premium funded by the chapter.

## DUTIES OF THE VICE PRESIDENT

*Similar to the President, you will have the opportunity to grow and stretch outside of your comfort zone, in such areas as organization, negotiation, delegation, and public communication. You will make life-long friends both within the Chapter and throughout the organization. A commitment to attend all chapter and board meetings is required.*

The Vice President shall:

- Assist the president in all ways.
- Succeed to the office of president in the event of a vacancy in the office of president.
- Perform such other duties as may be assigned by the Board of Directors of the chapter.
- Be familiar with the International Bylaws and Standing Rules and Division and chapter Bylaws and Standing Rules.
- Be Chairman of Program/Education Committee.

## DUTIES OF THE TREASURER

*Should you choose to accept this mission, you can expect to increase your knowledge, gain confidence in preparing forecasts and financial statements and receive unlimited moral support and camaraderie with all IAAP members. A commitment to attend all chapter and board meetings is required.*

The Treasurer shall:

- Have custody of all chapter funds, making disbursements only as authorized by the chapter, either by specific action or by adoption of a budget to be administered by the Board of Directors.
- Pay all approved bills promptly, by check, to be countersigned by the president.
- Keep the books on a current basis and make a monthly report to the chapter.
- Prepare a detailed financial report for presentation at the Annual Meeting and a complete financial report for the period of term of office.