

## ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

YES! Today's employers demand you have skills more advanced than traditional typing and filing. To stay competitive in the marketplace, you must continually advance and expand these skills and broaden your network. Membership in the North Dallas Chapter of IAAP is a valuable resource to professional growth.

- o Increase your leadership and management skills
- o Improve your technical knowledge
- o Gain up-to-date information about new technologies and industry trends
- o Network with experts from a variety of related fields
- o Raise your individual professional self-esteem



IAAP is a not-for-profit, 501 (c) 6, professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.

IAAP works in partnership with employers to promote professional excellence.

**The North Dallas Chapter** was chartered May 12, 1982, and serves members who live or work in the North Dallas area: Addison, Allen, Carrollton, Dallas, Farmers Branch, Garland, Plano, Richardson, and other surrounding areas.

Our **Mission** 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 **Vision** is to inspire and equip all office professionals to attain excellence.

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

Our **members** represent various businesses throughout the Metroplex, including:  
ACS, Inc. • Carlson Restaurants Worldwide  
• Comerica Bank • DCCCD • FedEx Office  
• Frito-Lay, Inc. • Dresser, Inc. • Entrust  
• Macaroni Grill • Oncor Electric Delivery  
• Pizza Hut • Yum! • Reneasas and others

For more information contact:

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

Texas Louisiana Division

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

International Website

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



*Inspiring and equipping  
administrative professionals to  
achieve excellence.*



**North Dallas Chapter**  
INTERNATIONAL ASSOCIATION  
PROFESSIONALS®



IAAP® defines **administrative professionals** as “individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”

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**“JUST A SECRETARY”  
OR AN ADMINISTRATIVE  
PROFESSIONAL...**

In a world of layoffs, downsizing and mergers, savvy administrative professionals know they must continuously learn new skills and expand their network to stay competitive. Today, businesses move at the speed of light and change is constant...do you know what's ahead and **are you ready?**

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**EDUCATION.....**

As a member of the North Dallas Chapter of IAAP, you will have many opportunities for professional and personal growth including our local monthly educational meetings, other events, classes and seminars, and annual division and international conventions. In addition, you'll receive award-winning publications and other opportunities throughout the year. Nowhere else can you find such resources in one place.

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**PROFESSIONAL  
CERTIFICATION.....**

The Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) ratings are universally recognized standards of proficiency. They are earned through a certification program that evaluates knowledge and competency, encourages professional development, provides a means to keep informed of changes in the field, and offers a way to further develop professional skills.

Passing the CPS/CAP examination is the first step towards making a long-term investment in your career.

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**NETWORKING.....**

Working with other members on committees or events and attending monthly meetings or other area seminars expands your network and provides mentorship so that you can learn from experience and receive guidance from someone that knows you and your capabilities.

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**PROFESSIONALISM.....**

Networking with other professionals provides vital opportunities for continued growth. Exposure to other professionals outside your company helps expand your interpersonal skills and comfort levels.

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**WE INVITE YOU TO JOIN  
US FOR A CHAPTER  
MEETING**

**MEETINGS ARE HELD  
THE THIRD TUESDAY EVENING  
OF EACH MONTH  
(EXCEPTIONS - MAY AND DECEMBER, WHICH IS  
HELD ON THE  
SECOND TUESDAY)**

**MEETINGS ARE HELD AT THE  
MAGGIANO'S LITTLE ITALY  
6101 W. PARK BLVD.  
PLANO, TEXAS 75093  
(NORTHWEST CORNER OF PARK BLVD.  
AND THE DALLAS NORTH TOLLWAY)**

<b>NETWORKING</b>	<b>5:30 P.M.</b>
<b>DINNER</b>	<b>6:00 P.M.</b>
<b>PROGRAM</b>	<b>6:30 P.M.</b>

**FOR DINNER RESERVATIONS, CONTACT  
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