

MISSION

IAAP is headquartered in Kansas City, MO.
IAAP's Mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

BENEFITS OF MEMBERSHIP

- Continued Education & Certification
- Professional & Personal Development
- Leadership / Public Speaking Skills
- Organizational / Planning Skills
- Project Development
- Office Ethics
- Time Management
- Records Management
- Current Events through "OfficePro" magazine



- Succeeding in the Modern Office
- Networking / Travel / Seminars
- Friendships (locally & worldwide)

WILL ROGERS CHAPTER OFFICERS/BOARD OF DIRECTORS 2011-2012

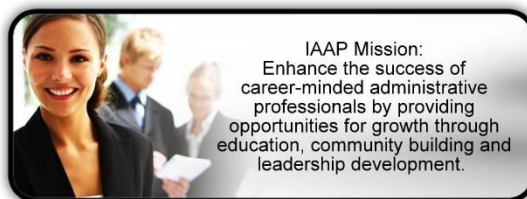
Elected officers and directors serve as the Board of Directors governing the chapter.

Officers

President	Janet Stroud, CPS
President Elect	Tammy Hendricks
Vice President	Rachel Kingsley, CPS
Secretary	Position Open
Treasurer	Missy Burchette, CPS

Directors

Communications	Ruth Summers
Education	Position-Open
Membership	Cynthia Bradley, CPS 918-392-1900 cbradley@irwinlawfirm.com



[Administrative Professionals Week](#)

2012: April 22-28

[Administrative Professionals Day](#)

2011: April 25

MEETING INFORMATION

DATE: Second Tuesday of each month

TIME: Networking 5:15 pm
Program: 5:45 pm

LOCATION: Hyatt Place
7037 S. Zurich Ave , Tulsa
(71st & Yale area-behind QT)

MONTHLY PROGRAM
(2nd Tuesday of each month)
IAAP MEMBER \$20.00 NON-MEMBER \$35.00

ANNUAL MEMBERSHIP DUES

International	\$ 83.00
One-time processing fee	15.00
A-O Division	15.00
Chapter	<u>12.00</u>

FIRST YEAR TOTAL \$125.00
Yearly thereafter \$110.00

Student Membership

\$50+\$15 (one time processing fee) = \$ 65.00
\$50.00 per year thereafter
(no chapter or division dues)

For further information please contact:

Will Rogers Chapter President
Cynthia Bradley, CPS
cbradley@irwinlawfirm.com
918-392-1900 / 918-392-1902 fax

**ARKANSAS-OKLAHOMA
DIVISION OFFICERS
2011 - 2012**

President

Michelle Hunsaker

President Elect

Cheryl Cook, CPS/CAP

Vice President

Teresa Tidwell, CAP

Secretary

Wanda Perry, CPS/CAP

Treasurer

Lacey Courtney, CAP

**IAAP Annual Convention &
Education Forum - Future Dates/Sites**

- 2012: Grapevine, TX - July 22-25,
Gaylord Texan Resort
2013: Anaheim, CA - July 28-31,
Anaheim Convention Center
2014: Milwaukee, WI July 27-30
Milwaukee Convention Center
2015: Louisville, KY – July 26-29
Kentucky Intl Convention Center

**Spring Professional Education
Conference Future Dates/Sites**

- 2012: Las Vegas, NV - March 4-79
Harrah's – Las Vegas, NVI

**Fall Professional Education
Conference – Future Dates / Sites**

- 2011: San Diego, CA - Oct. 9-12
Sheraton San Diego Hotel & Marina

HISTORY

Originally known as the National Secretaries Association, **IAAP** was founded in Topeka, Kansas in April 1942. *The Will Rogers Chapter was one of four charter chapters.* In February 1981, members voted to change the name of the association to Professional Secretaries International, clarifying the identity of the membership in a new decade for the professional secretary. In August 1998, PSI member delegates voted to change PSI's name to the International Association of Administrative Professionals, IAAP to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

As we enter the 21st century, IAAP continues to provide education and training; setting standards of excellence recognized by the business community, reaching out to inspire and equip all administrative professionals to attain excellence. IAAP will make available "your career advantage" with passion and purpose.

The IAAP has approximately 40,000 members and affiliates worldwide, and is the world's largest association for administrative assistants, office coordinators, clerical supervisors, executive secretaries, and other types of administrative personnel.

Membership on an international level includes the Virgin Islands, Puerto Rico, Canada, and affiliations in Sweden, New Zealand, Netherlands, India, Australia, China, Japan, Russia, South Africa, and many other nations.

The Will Rogers Chapter is part of the Arkansas-Oklahoma Division of IAAP and has a long history of contributing to many philanthropic projects in our community.



*Chartered 1942
Tulsa OK*



**International Association of
Administrative Professionals®**

Will Rogers Chapter



IAAP

Pathways to Excellence