

## What is IAAP®?

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The International Association of Administrative Professionals (IAAP®) was founded in 1942 to educate employers and the public about the value of administrative professionals and the advantages of an administrative career.

- IAAP® is a non profit association that provides industry-recognized research and educational activities through its Research and Educational Foundation. IAAP® also sets professional standards through its Institute for Certification and supports business education programs through its Institute for Education.
- The PURPOSE of IAAP® is to provide information, education and training, and to set the standards of excellence recognized by the business community on a global perspective.
- The MISSION of IAAP® is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- The VISION of IAAP® is to inspire and equip all administrative professionals to attain excellence.

## International Association of Administrative Professionals® (IAAP®)

Kalamazoo Chapter  
PO Box 2556  
Kalamazoo, MI 49003-2556

**PASSION &  
PURPOSE**  
KALAMAZOO CHAPTER

International Association of  
Administrative Professionals

**KALAMAZOO  
CHAPTER  
2010-2011**



**Chapter  
of Excellence**  
2009-2010

**Have you been looking for a new avenue to advance your career, improve your administrative skills, and meet new colleagues?**

We invite you to join us for our next Chapter meeting filled with valuable educational opportunities, technical tools, networking, and fun!

The Kalamazoo Chapter of IAAP® meets the first Monday of every month at the Kalamazoo Regional Education Service Agency (KRESA), 1819 East Millham Road, Kalamazoo, Michigan. Networking begins at 5:00 p.m. and our meetings end by 7:30 p.m. These meetings are a great opportunity to learn, connect, and share with other administrative professionals in the area.

### Be our guest . . .

We would enjoy having you as a guest at our next meeting. Just contact us in advance so we can have a dinner reserved for you at no cost.

Please RSVP by the Wednesday prior to the meeting to our Chapter Treasurer, Michelle Stickley.

### Be my personal guest . . .

Guest of—  
Member: \_\_\_\_\_

Meeting: \_\_\_\_\_

**Please Join Us!**

## 2010—2011 Program Schedule

<b>September 13**</b>	<b>Strategic Planning/Team Building</b>
<b>October 4**</b>	<b>Juggling Multiple Bosses</b>
<b>November 1**</b>	<b>Dealing with Difficult People</b>
<b>December 6**</b>	<b>Building your Skills/Job Portfolio</b>
<b>PASTA PASTA</b>	
<b>January 3**</b>	<b>Office Safety &amp; Security</b>
<b>February 7**</b>	<b>Deep within Outlook/Outlook Jungle</b>
<b>March 7**</b>	<b>Public Speaking</b>
<b>April 4**</b>	<b>Vendor Mart</b>
<b>KRESA</b>	
<b>May 2**</b>	<b>Business Meeting &amp; Election of Officers</b>
	<b>Presentation Skills</b>
<b>June 6**</b>	<b>Business Meeting/Installation of Officers</b>
	<b>How To Get Your Resume Noticed</b>

**\*\*Recertification points are pending.**

## 2010—2011 IAAP® Kalamazoo Chapter Officers

### President

**Karen Shultz CPS**  
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### President-Elect

**Laurie Andrus**  
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### Recording Secretary

**Rena Lynema**  
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Haenicke Center for Int'l & Area Studies  
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### Communications Secretary

**Carla Thomas CPS/CAP**  
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### Treasurer

**Michelle Stickley**  
State Farm Insurance  
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