

Chapter Officers 2011-2012

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Razorback Chapter website:
<http://www.iaap-razorback.org>

A-O Division website:
<http://www.iaap-ao.org>

International website:
<http://www.iaap-hq.org>



Mission

The **mission** of the Razorback Chapter of International Association of Administrative Professionals is to become a recognized professional association in the Northwest Arkansas area through educational training, leadership development, community building, and networking for administrative professionals.

Vision

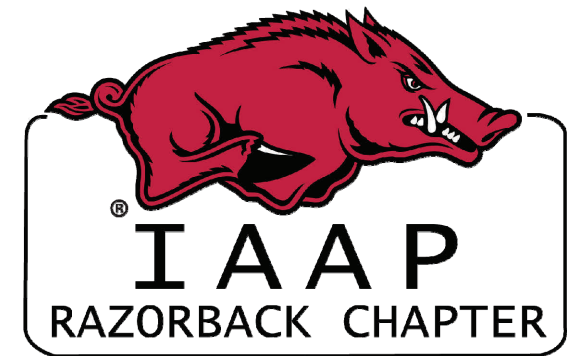
The **vision** of the Razorback Chapter is to inspire and equip all administrative professionals to solidify their commitment to attain excellence in their career path.

Purpose

The **purpose** of the Razorback Chapter is to provide opportunities for educational training; set standards of excellence to encourage administrative professionals to commit and fulfill their personal and professional potential; and ensure recognition of the profession in the workplace.

Objectives

The **objectives** of the Razorback Chapter are to promote high standards for administrative professionals; excellence in working relationships; and lifelong learning through educational training, development workshops or seminars, and publications.



International Association of Administrative Professionals



**International Association of
Administrative Professionals®
Razorback Chapter**



IAAP Razorback Chapter

The Razorback Chapter of IAAP was founded in April of 2001. We are a chapter with lots of enthusiasm. The Razorback Chapter has sponsored two new chapters in Arkansas: April 2005 Benton County Chapter in Rogers with 17 members and October 2005 the Central Arkansas Chapter in Little Rock with 46 members. Our chapter has received the “Chapter of Excellence” ranking for the past two years.

Meetings are held on the fourth Tuesday of the month at 11:30 and we have four quarterly evening meetings that begin at 5:30. Most meetings are located at the Engineering Research Center, 700 Research Boulevard, Fayetteville, AR in the AT&T Conference room. Lunch is typically brown bag. We have a short business meeting followed by a 30-45 minute educational program.



International Association of Administrative Professionals Arkansas-Oklahoma Division

(taken from A/O Division brochure)

The Arkansas-Oklahoma Division of IAAP was formed in 1958 when chapters in the two states merged in order to combine talents and efforts into one strong Division. We have about 300 members and ten active chapters and Division Members at Large. The Mission of the Arkansas-Oklahoma Division is TO GROW IAAP by increasing awareness of the many benefits available through IAAP, by emphasizing how personal involvement will enhance the value of membership, and by providing maximum opportunities to participate in IAAP activities. We are committed to IAAP, its purpose, its mission, and its vision.

Professional Certification

Achieving certification through IAAP is the internationally recognized standard of excellence. IAAP offers two certification ratings. The base rating, Certified Administrative Professional (CAP), covers communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions and human resources. A specialty rating, Certified Administrative Professional in Organizational Management (CAP-OM), covers organizational planning, advanced communication, advanced administration and team skills. The Razorback Chapter is currently working to organize regular study group meetings for the certification exams.

Benefits of Membership for You

- Information on the latest trends and research for the profession - allows you to see/hear examples of other corporations and business trends portraying the big picture in the global business economy.
- Leadership opportunities through participation in chapter activities (from public speaking, project management, strategic planning, and event planning – skills you might not learn on the job or through training provided by your employer).
- Encourages you to assume a —team role by providing you with opportunities to serve on committees.
- Awareness that isn't —just a job, it is a career and you are in control of it and responsible for it.
- Supports the concept of excellence and continuous improvement.

Benefits for Your Employer

- Workers experience professionalism first-hand and aspire to greater professional heights.
- Raises administrative assistants to a professional level that serves all corporate team members.
- IAAP members receive tools and knowledge necessary to become more effective contributors to their employers – by reading IAAP publications and attending IAAP educational events, members stay on top of their profession.
- Opens communication between management and administration, producing better work relationships.
- Builds team spirit among administrative assistants across departments and facilities.