

2011 - 2012 Committees

- **Business Plan**
Lynne Alexander CAP-OM
- **By-Laws & Standing Rules**
Lynne Alexander CAP-OM
- **Certification**
Delores McGruder CAP-OM
- **Membership**
Babs Johnson
- **Program/Education**
Barbara Ricigliano
- **Website**
Sara Toffoli CAP-OM

By participating in chapter meetings and events, a member has many opportunities to network with fellow administrative professionals. Being actively involved in a chapter also builds leadership, project management and public speaking skills. Valuable experience is gained working on a team. Friendships are naturally created from working together with peers which adds to the many membership perks.

2011 - 2012

Board of Directors

President

Barbara Ricigliano

Vice President

Mary Rafferty CAP-OM

Secretary

Elaine Barisciano

Treasurer

Joanne Morris

By-Laws & Standing Rules

Lynne Alexander CAP-OM

Membership

Babs Johnson

Programs & Education

Barbara Ricigliano

Morris County Chapter

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Morris County Chapter

International
Association
of
Administrative
Professionals®



About IAAP

The International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with over 600 chapters and 40,000 members and affiliates worldwide. For over 60 years, we have provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers. For more information on the global organization, please visit the IAAP website at www.iaap-hq.org



IAAP World Headquarters, Kansas City, Missouri

The IAAP mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

About the Morris County Chapter

The Morris County Chapter was chartered through the original organization, Professional Secretaries International (PSI), on February 28, 1965. Representative members include all administrative professionals, personnel recruiters along with all types of administrative staff. Membership in IAAP provides opportunities for educational, personal and professional growth.

Today our chapter has grown to nearly 60 members. Our business meetings are held monthly. We meet, greet and network from 5:00 pm and begin the dinner meeting and program at 5:45 pm. Program and dinner costs are included in the meeting registration fee. Guests, friends and colleagues of our members are welcome to attend.

2011–2012 Meeting Dates

September 13, 2011	March 13, 2012
October 11, 2011	April 10, 2012
November 8, 2011	May 8, 2012
December 6, 2011	June 12, 2012
January 2012: No Meeting	July 2012: No Meeting
February 2012: No Meeting	Aug 2012 No Meeting

If you are interested in learning more about upcoming Morris County Chapter, NJ Division and International meetings and events, contact Barbara Ricigliano at morriscountyiaap@gmail.com, or visit our website at

www.iaapnjmorris.org

We meet at the Ramada in East Hanover, NJ.
www.ramadaeasthanover.com



CAP® / CAP-OM® Certification

The Career Advantage

If you're looking for ways to get ahead, stop here. IAAP offers two professional ratings for office professionals. The Certified Administrative Professional rating is the industry recognized standard of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by passing the exams. You may also obtain college credit and, according to the latest survey from Office Team, get up to a 7 percent increase in salary.

The Institute for Certification believes that a top-level administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired through formal education and informal reading. Employers also expect their admin to be completely familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

CAP & Org Management Exam Dates

Exam Dates:

May 5, 2012 & Nov. 3, 2012

Application Deadline Dates:

Feb. 15, 2012 & Aug. 15, 2012

Contact Certification Chair Delores McGruder for more information. Email: Delores.McGruder@cit.com