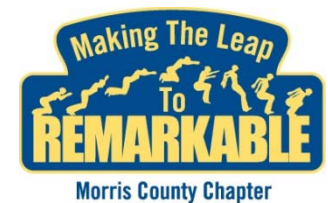




International Association of
Administrative Professionals®
Morris County Chapter

Welcome to the IAAP Morris County Chapter





International Association of
Administrative Professionals®
Morris County Chapter

What is IAAP?

IAAP International Membership



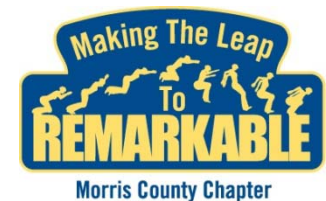
IAAP = 6 US Districts + AMAL + CAL + Affiliate Associates

IAAP = *International Association of Administrative Professionals*

AMAL = **Association Member At Large** (this member does not belong to a division or chapter and is limited in the information they receive.)

CAL = **Chapters At Large**

Affiliate = *Members outside of North America (refer to slide four)*
Associates

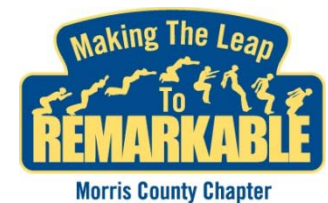
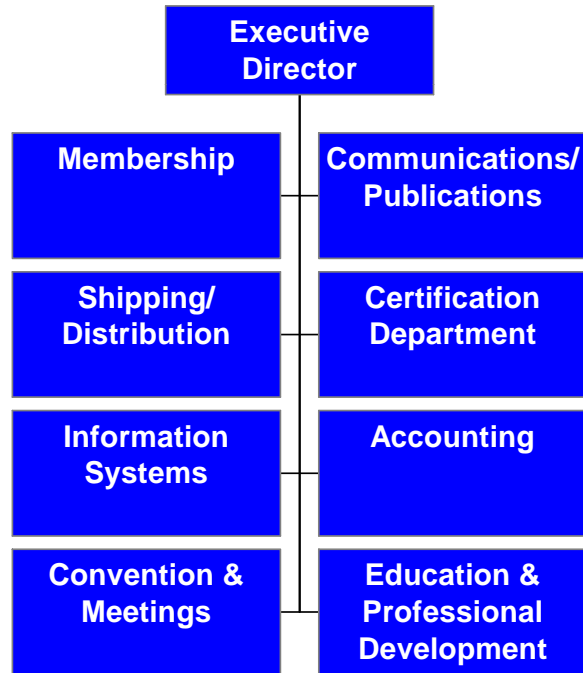




International Association of
Administrative Professionals®
Morris County Chapter

What is IAAP?

Headquarters Office





International Association of
Administrative Professionals®
Morris County Chapter

Affiliate Associates



ARUBA



AUSTRALIA



BARBADOS



GHANA



HONG KONG



INDIA



JAMAICA



JAPAN



MALAYSIA



NEW GUINEA



NEW ZEALAND



PHILIPPINES



SINGAPORE



SOUTH KOREA



SRI LANKA



ST LUCIA



THAILAND



TRINIDAD & TOBAGO



UNITED KINGDOM

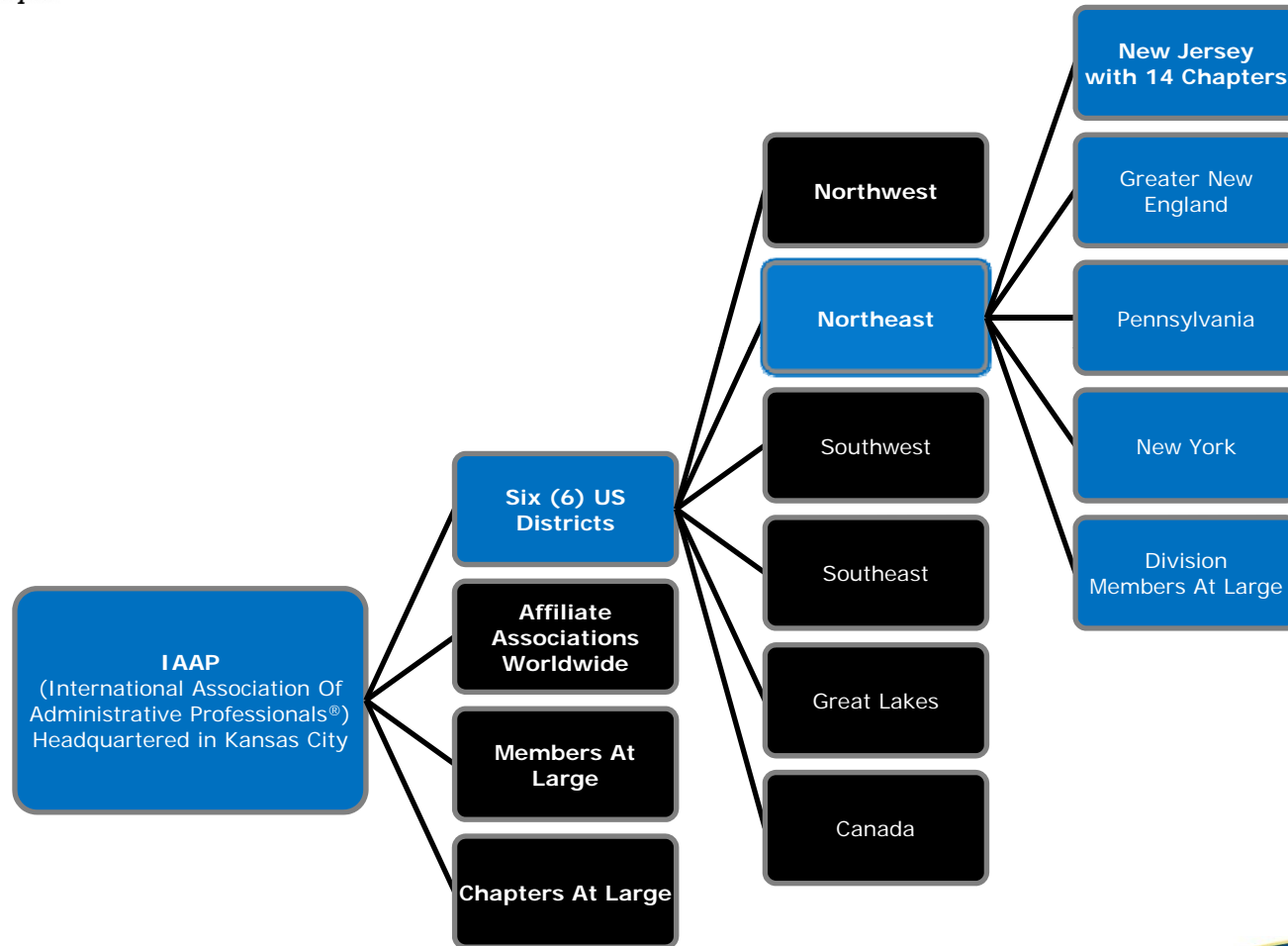


Morris County Chapter

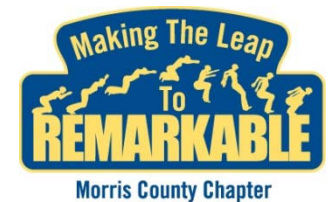


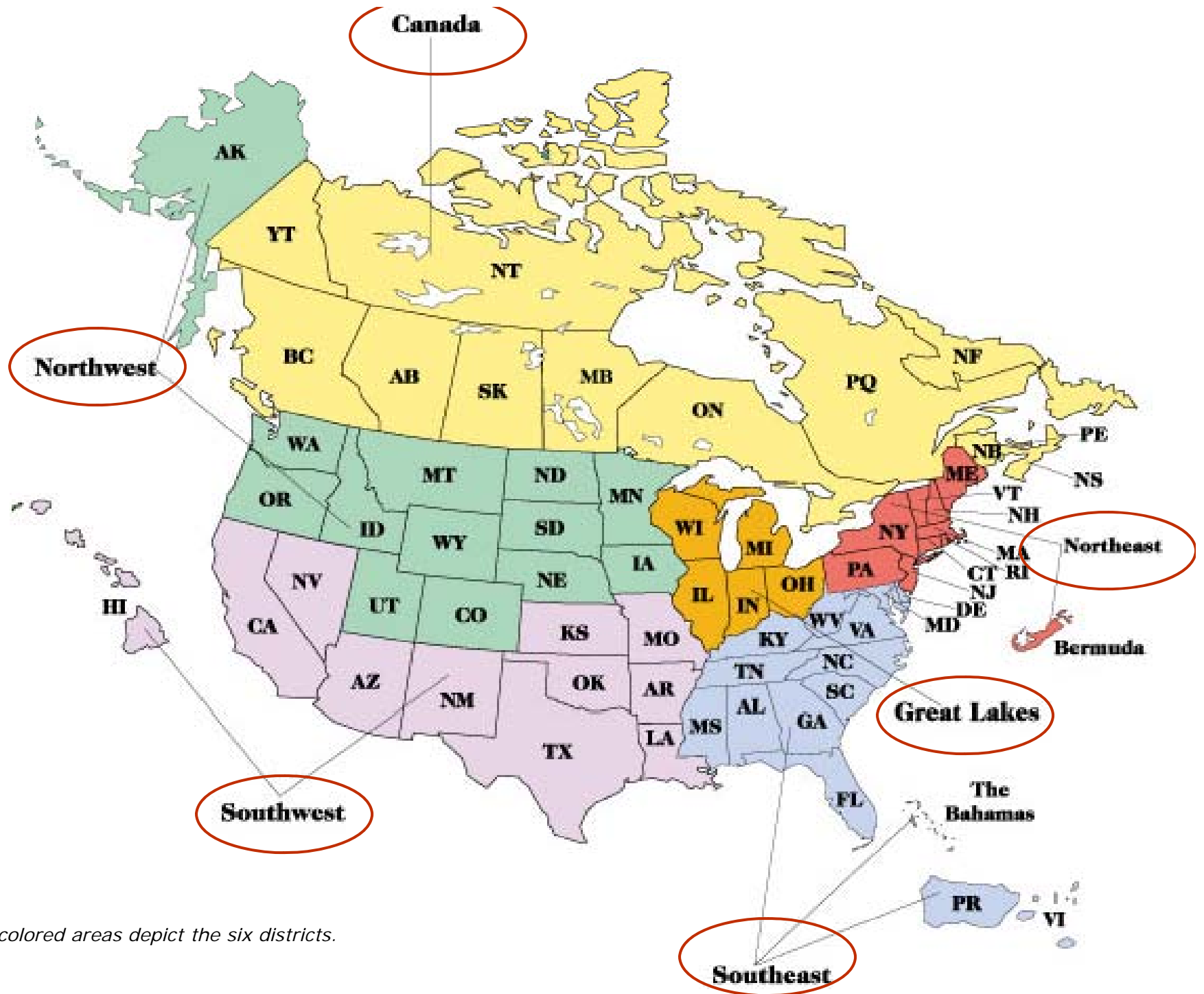
International Association of
Administrative Professionals®
Morris County Chapter

What is IAAP?



The Morris County Chapter belongs to the Northeast District and the New Jersey Division.





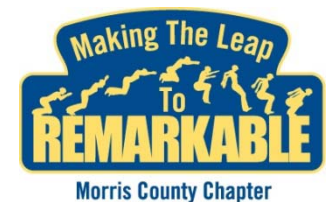
The colored areas depict the six districts.



International Association of
Administrative Professionals®
Morris County Chapter

14 Chapters - NJ Division

- Celgene
- Central Jersey
- ETS
- Johnson & Johnson
- Merck
- Monmouth Ocean
- Montclair State Univ.
- Morris County
- Newark
- North Jersey
- Prudential Corporate
- Prudential Woodbridge
- Somerset Valley
- South Jersey





International Association of
Administrative Professionals®
Morris County Chapter

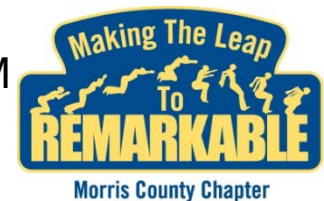
2011-2012 NJ Division

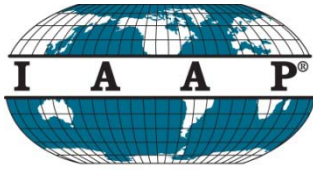
Officers

President - Trish Sgromolo
President-Elect - Susan Sheldon CAP-OM
Vice President - Karen Williams
Treasurer - Toni Cvetko CAP-OM
Secretary - Mona Rosbury-Yoder

Committee Chairs

Administrative Professionals Week - Karen Williams
Bylaws/Standing Rules - Ramona Wallace CAP
Certification & Student Liaison - Evelyn Fisch CAP-OM
Division MALs/Association MALs - Donna Snook CAP-OM
Education & Programs - Karen Williams
Membership - Rose Wesolowski
New Chapter Builder - Trish Sgromolo
Newsletters - Vacant
Nominations - Jeanne Blaker, CAP-OM
Parliamentary Advisor - Mary Nugent CAP
Retirement Trust Foundation - Michele Vogel CAP-OM
Ways and Means - Vacant
Website/Social Media - Lynn Fernandez CAP-OM
2012 Annual Meeting:
Celgene & Morris County Chapters





International Association of
Administrative Professionals®
Morris County Chapter

2011-2012 Morris County Chapter

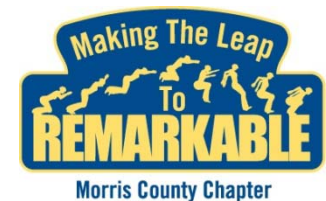
Officers

President – Barbara Ricigliano
Vice President – Mary Rafferty CAP-OM
Secretary – Elaine Barisciano
Treasurer – Joanne Morris

Committee Chairs

Administrative Professionals Week – Vacant
Bylaws/Standing Rules – Lynne Alexander CAP-OM
Certification – Delores McGruder CAP-OM
Education – Barbara Ricigliano
Nominations – Elaine Green
Membership – Babs Johnson
Retirement Trust Foundation – Vacant
Strategic Plan – Lynne Alexander CAP-OM
Ways & Means – Vacant
Website – Sara Toffoli CAP-OM

www.iaapnjmorris.org

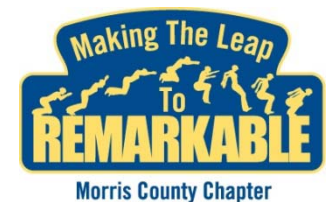




International Association of
Administrative Professionals®
Morris County Chapter

IAAP From The Beginning

- Since 1942, IAAP has set the standard of excellence for all administrative professionals everywhere.
- IAAP founded Professional Secretaries Day® and Professional Secretaries Week®, now known as Administrative Professionals Day™ and Administrative Professionals Week™.
- IAAP is a source of information for media and industry on the administrative profession.



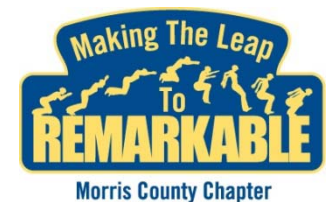


International Association of
Administrative Professionals®
Morris County Chapter

IAAP Cornerstone

Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

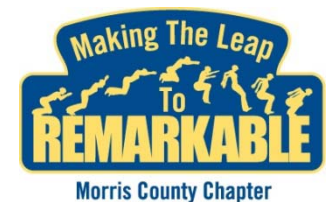




International Association of
Administrative Professionals®
Morris County Chapter

Your Membership In IAAP

- Provides outstanding benefits and services to meet our professional and personal needs.
- Provides resources to help us advance in our careers and increase our skills and opportunities.
- Provides personal visibility and recognition, while strengthening the image of the profession in the global community.

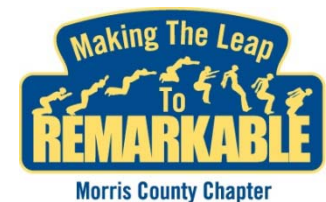




International Association of
Administrative Professionals®
Morris County Chapter

Types of Membership

- **Professional** - A currently employed (or within the last two years) administrative professional, or a holder of the CAP or CAP-OM rating, or an employed teacher of business education.
- **Student** - A full-time student in business education: maximum 4-years in Student classification.
- **Associate** - Available to businesses, educational institutions or individuals who share the objectives of IAAP, and who wish to support its programs.

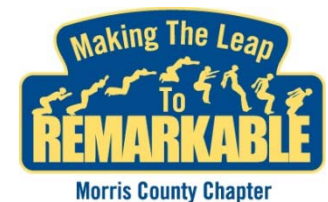




International Association of
Administrative Professionals®
Morris County Chapter

Membership Benefits

- Continuing Education
- Career Enhancement
- Networking
- Employer Benefits
- Exclusive Discounts
- The Opportunity to Plan Your Future

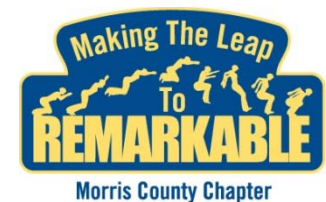




International Association of
Administrative Professionals®
Morris County Chapter

Continuing Education

- Continue your professional development by enhancing your skill sets; Stay on the cutting edge with industry trends and new technology.
- Meet business people from your own community or business – network with other administrative professionals, educators, speakers, employers in your area.
- Ability to compare management styles and techniques – learn about business practices from local employers and benchmark new ideas to help advance your company and it's continued success
- Attend IAAP conventions, seminars and conferences.

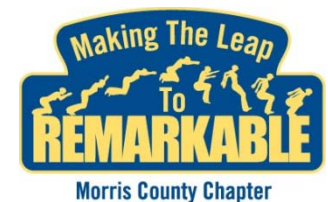




International Association of
Administrative Professionals®
Morris County Chapter

Certified Administrative Professional®

- The CAP and CAP-OM ratings are the recognized standard of proficiency.
- The rewards are:
 - Job Advancement
 - Professional Skills
 - Salary
 - Esteem
 - College Credits

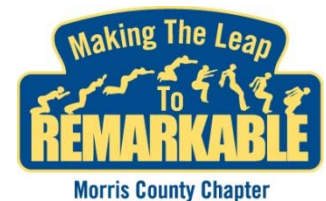




International Association of
Administrative Professionals®
Morris County Chapter

Career Enhancement

- Professional Image
- Professional Development
- Information On Latest Trends
- Leadership Opportunities
- Public Speaking Opportunities

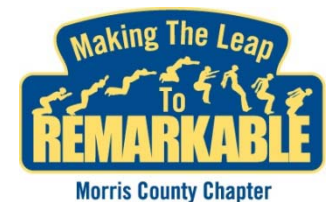




International Association of
Administrative Professionals®
Morris County Chapter

Networking

- Regular Meetings
- *OfficePro* Magazine
- *IAAP Connections*
- Chapter Newsletter
- IAAP or Professional Mentoring
- Other Networking Opportunities

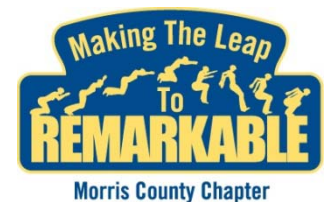




International Association of
Administrative Professionals®
Morris County Chapter

Employer Benefits

- A professional, dedicated team member
- A positive PR representative who takes pride in professionalism
- Technologically up-to-date administrative personnel
- Opportunities for quality leadership training, self-improvement, and employee education at minimal cost





International Association of
Administrative Professionals®
Morris County Chapter

Membership Discounts

- Visa® and MasterCard®
- Discounts
 - Conference call services
 - Travel
 - Printing
 - Meeting planning
- Insurance
- Financial



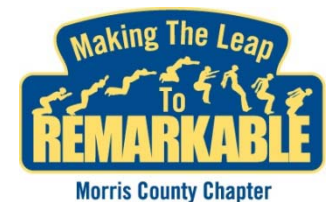


International Association of
Administrative Professionals®
Morris County Chapter

The Future

- IAAP creates standards for administrative professionals for the next 5 or 10 years and beyond.
- Headquarters staff, volunteer leaders and world-renowned educators determine the educational sessions for various IAAP educational events, write articles on industry trends, and choose the organizational direction of the association.

**As an IAAP member, you help
create the future of
the administrative profession**

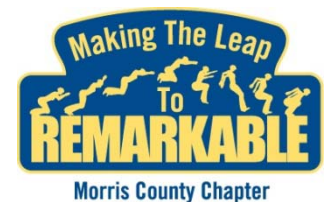




International Association of
Administrative Professionals®
Morris County Chapter

Making A Difference

- Getting involved – “You get what you give.”
- Supporting each other with our efforts and initiatives – sometimes simply by letting others know we’re here and we care.
- Sharing our knowledge and ideas with others.
- We are like-minded people who feel passionate about our careers.
- Learn more about your profession and in turn learn more about yourself.
- It’s an educational experience...a social experience...it’s FUN!





International Association of
Administrative Professionals®
Morris County Chapter

*Visit the Morris County Chapter website at
www.iaapnjmorris.org*

*Join us at a chapter meeting.
Contact Barbara Ricigliano at
morriscountyaap@gmail.com*

