



### IAAP MISSION

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

### Looking to advance in your career or find a career you love?

IAAP offers professional and personal development through value-priced education; and a wide variety of volunteer opportunities to develop new skills and leadership ability in a supportive environment.

### Looking to make a difference?

For almost 70 years, IAAP has been the premier resource for administrative staff, leading the way in advancing the profession— you're no longer "just a secretary", and through your involvement in IAAP, you can be part of setting the standard of excellence and gaining recognition for your career.

### Looking for connections?

IAAP members have an instant bond that provides support from others who "get" what you do and that leads to lifelong friendships; whether through the IAAP Web Community or at chapter, division, and international events, you will gain the collective knowledge of more than 25,000 members.

### UPCOMING EVENTS

#### October 15–17, 2010

Fall Educational Conference  
Sugar Lake Lodge, Grand Rapids, MN

#### March 25, 2011

Annual Conference for Future and Current Administrative Professionals  
The Reserve, Plymouth, MN

#### April 24–30, 2011

Administrative Professionals Week®

#### May 20–22, 2011

Annual Meeting & Spring Professional Conference  
The Lodge at Brainerd Lakes, Brainerd, MN

#### July 24–27, 2011

International Education Forum & Annual Meeting  
Montreal, Quebec

#### May 18–20, 2012

Annual Meeting & Spring Professional Conference  
Wildwood Lodge, Lake Elmo, MN

*For sponsorship opportunities, contact Linda Dahlquist, CPS/CAP at [linda\\_d5685@hotmail.com](mailto:linda_d5685@hotmail.com)*

### FIND OUT MORE

[www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)



[MN-ND-SD-Division-IAAP](#)



[MN-ND-SD Division IAAP](#)



[@IAAP\\_MN\\_ND\\_SD](#)

Membership Chair Jean Allen,  
[allen0019@msn.com](mailto:allen0019@msn.com); 612.382.9283

### MN-ND-SD DIVISION PARTNER



# Welcome to IAAP



## MN-ND-SD Division

**For Career-Minded Administrative Professionals**



**International Association of Administrative Professionals®**  
*MN-ND-SD Division*

## WHAT'S IN IT FOR YOU?

IAAP is your solution for creating a network that supports you and helps you do more with less time.

### ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- EXECUTIVE SECRETARY
- OFFICE MANAGER
- MARKETING COORDINATOR
- RECEPTIONIST
- HR COORDINATOR
- CLERICAL STAFF...AND MORE!



### ABOUT MN-ND-SD DIVISION

IAAP's MN-ND-SD Division comprises about 600 members in 19 chapters; all welcome guests, including administrative staff; business education students and instructors; and organizations and vendor partners that support IAAP's objectives.

**Brainerd Chapter**, Brainerd, MN  
<http://community.iaap-hq.org/iaaphq/brainerd>

**City of Lakes Chapter**, Minneapolis, MN  
[www.iaap-minneapolis.org](http://www.iaap-minneapolis.org)

**Crow River Chapter**, Hutchinson, MN  
[www.iaap-crowriver.org](http://www.iaap-crowriver.org)

**Detroit Lakes Chapter**, Detroit Lakes, MN; [www.iaap-detroitlakes.org](http://www.iaap-detroitlakes.org)

**Katoland Chapter**, Mankato, MN  
[www.iaap-katoland.org](http://www.iaap-katoland.org)

**Minn-Arrow Chapter**, Duluth, MN  
Evelyn Hagfeldt, CPS; [ehagfeldt@live.com](mailto:ehagfeldt@live.com)

**North Star Chapter**, Elk River, MN  
[www.iaapnorthstar.org](http://www.iaapnorthstar.org) (charter pending)

**North Suburban Chapter**, Brooklyn Center, MN; [www.iaap-nscc.org](http://www.iaap-nscc.org)

**Red River Chapter**, Fargo, ND  
[www.redriver-iaap.freemembers.com](http://www.redriver-iaap.freemembers.com)

**Rochester Chapter**, Rochester, MN  
[www.iaap-rochester.org](http://www.iaap-rochester.org)

**Saint Paul Chapter**, Saint Paul, MN  
[www.iaap-saintpaul.org](http://www.iaap-saintpaul.org)

**Sakakawea Chapter**, Beulah, ND  
Diane Huber; [bambino@westriv.com](mailto:bambino@westriv.com)

**Skyway Chapter**, Downtown Minneapolis, MN; [www.iaapskyway.org](http://www.iaapskyway.org)

**South Suburban Chapter**, Eagan, MN  
[www.southsuburbaniaap.org](http://www.southsuburbaniaap.org)

**SouthWest Metro Chapter**, Bloomington, MN; [www.iaap-swmetro.org](http://www.iaap-swmetro.org)

**St. Cloud Quarry Chapter**, St. Cloud, MN  
[www.stcloudquarry.org](http://www.stcloudquarry.org)

**Twin Cities West Chapter**, Plymouth, MN  
[www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org)

**Twin Forks Chapter**, Grand Forks, ND  
[Robin.thompson@edwardjones.com](mailto:Robin.thompson@edwardjones.com)

**Valley Ridge Chapter**, Crookston, MN  
Diane Magnuson; [dimarvmag@msn.com](mailto:dimarvmag@msn.com)



### LOCAL AND INTERNATIONAL NETWORKING OPPORTUNITIES

High-quality seminars at chapter, division, and international events; and peer support for advice, best practices, job search resources, and creative ideas for workplace issues.



### WEB COMMUNITY

Connect with IAAP members in your area and around the world and share ideas through on-line discussions, blogs, document libraries, and much more.



### KEEP INFORMED

Five publications, including the award-winning *OfficePro* magazine, help you stay informed and up to date on office trends, products, and information; they provide quality information that makes your job, and life, a little easier.



### CERTIFICATION

IAAP offers professional certification to enhance your skills and marketability and is a standard of excellence for all admins.



International Association of  
Administrative Professionals®

Turning Jobs  
Into Careers®

Since 1952, IAAP has proudly sponsored Administrative Professionals Week® and Administrative Professionals Day®. Celebrate this year's theme of *Passion & Purpose* from April 24–30, 2011!

**PASSION & PURPOSE**  
MN-ND-SD DIVISION

