

Membership Information

Any individual who has been employed as an administrative professional (secretary, executive secretary, administrative assistant, office manager or other administrative support staff) within the last two years is eligible for membership in IAAP. All Hallmark Chapter IAAP members must be employed by Hallmark Cards, Inc. or a subsidiary of Hallmark at the time they join the Association.

ANNUAL MEMBERSHIP DUES:

International	\$ 83.00
Missouri Division	\$ 6.00
Hallmark Chapter	\$ 20.00
Processing Fee (One-time fee)	\$ 15.00
Total Dues	\$124.00

HOW DO I BECOME A MEMBER?

- Contact any IAAP member, someone on the Membership Committee, OR go to: http://home.hallmark.com/admin/iaap/how_to_join.htm on the Chapter website.
- Complete an application.
- Pay annual dues (by individual check, corporate credit card or department budget).

**One does not have to hold the CPS or CAP certification to be a member.*

CHAPTER ACTIVITIES

Regular chapter meetings are held on the second Tuesday of each month. In addition, information and training on new company systems and software is offered as needed.

Members receive maximum benefit by attending meetings and volunteering to serve on committees.

STANDING COMMITTEES

- Bylaws and Standing Rules
- Certification / Education
- Community Service
- Finance / Budget
- Hallmark Resource Directory
- Meeting Arrangements / Greeters
- Membership
- Parliamentary Advisor
- Nominations
- Publications / Newsletter
- Scrapbook
- Ways & Means
- Website

AD-HOC COMMITTEES

- Administrative Professionals Week
- Installation of Officers
- Mentoring
- New Chapter Development

HALLMARK Chapter



Hallmark Cards, Inc.
2501 McGee
Kansas City, MO

Hallmark Chapter's Vision

We are an organization of administrative professionals who value diversity by providing career development, educational and networking opportunities to help our members achieve personal and professional growth.

We have earned the support, recognition, and respect of Hallmark management regarding the importance of our positions in helping the corporation achieve its goals.

BENEFITS OF MEMBERSHIP IN IAAP

Image Enhancement

- Networking and interacting with other office professionals and the opportunity to address issues affecting them

Achievement

- Increasing leadership skills and self-esteem through involvement on committees and participation in meetings

Advancing Technologies

- Keeping current on industry news and trends through chapter and association publications and websites

Professional Development

- Growing personally and professionally through chapter meetings, division activities, and international forums
- Attending seminars and continuing education activities specifically geared for the development of office professionals

CERTIFICATION / CONTINUING EDUCATION

- Professional certification through the CPS (Certified Professional Secretary) and the CAP (Certified Administrative Professional) programs, administered by the Institute of Certification, an IAAP department
- Accredited college hours for obtaining the CPS/CAP rating
- Reduced rates on educational materials and courses

HALLMARK IAAP 2010—2011 CHAPTER OFFICERS

Hattie McWhirt — President
(816-545-3085)
Jann Maddex — Vice President
(816-545-6714)
Charlene Gill — Secretary
(816-545-0491)
Thelma Hickert — Treasurer
(816-274-3672)

BENEFITS TO HALLMARK CARDS, INC

- Through membership in IAAP, office professionals illustrate their willingness to take initiative to improve skills, enhance their career potential, and be front-line ambassadors for our company.
- IAAP is a resource for quality leadership training, self-improvement and employee education at minimum cost to the corporation.
- Members are called upon by management to give input on various corporate programs, new technology and issues.
- The IAAP network provides a way for its members to receive assistance quickly from other chapter members without having to reinvent the wheel.

OTHER BENEFITS

- Retirement facility (Vista Grande in New Mexico)
- Kansas City-based headquarters' staff working to improve the status of the office professional



CHAPTER WEBSITES

Hallmark Chapter Intranet Site:
<http://home.hallmark.com/Workgroups/IAAP>

Hallmark Chapter IAAP Internet Site:
<http://community.iaap-hq.org/IAAPHQ/Hallmark/Home/Default.aspx>

CHAPTER NEWSLETTER

The Connection
Editor: Kay Enlow CPS/CAP

CHAPTER RESOURCE LIBRARY

A self-service library is available to all Hallmark Chapter members. It is located within the Learning and Development Library at Hallmark Headquarters. This library provides members with educational resources to assist them with their work, their continuing education, and CPS/CAP certification and recertification. (Location: 5B, L&D Library)