

Chapter programs offered in 2011-2012

Ergonomics

Computer Operations

Succession Planning

People Reading: The Vital Role that Active
Listening Plays in Effective Communication

Office Safety

How to Utilize and Share Your Digital Images

Team Development Tools

Building Trusts

Office Politics

Facilitating Difficult Conversations

Developing Your Leadership Skills

Creative Leadership

Since 1955, the Bryan College Station Chapter of IAAP has offered monthly educational programs through a varied combination of business topics, speakers, and community service. This provides participants the opportunity for personal and professional growth, as well as building knowledge and community awareness. Topics focus on skills development and offering recertification points for most programs.

International Association of Administrative Professionals (IAAP)

Definition of an Administrative Professional

Administrative professionals are defined as individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen professions. (Article III- Definition of an Administrative Professional, International Bylaws and Standing Rules).

Mission Statement

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

The Bryan-College Station chapter (#559170) was chartered May 28, 1955 and is part of the Texas-Louisiana Division, Southwest District. For more information on the Bryan-College Station chapter, the Association, the Texas-Louisiana Division, or to contact an Executive member, visit our chapter website at www.iaap-bcs.org or write to:

IAAP

Bryan-College Station Chapter
P.O. Box 1881
College Station, TX 77841

Texas-Louisiana Division (TLD) website is
www.iaap-txla.org

International Headquarters website is
www.iaap-hq.org

Guests are welcome to attend monthly meetings and programs. Membership is also encouraged as IAAP Bryan-College Station believes that you and your employer both benefit by investing in your career and your professional development.

BRYAN-COLLEGE STATION CHAPTER OF IAAP

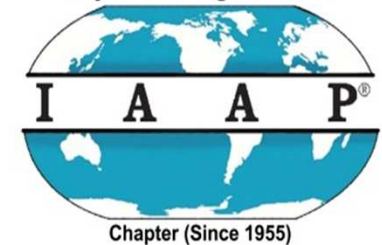
Chartered 1955

Making the Leap to Remarkable

Meetings & Programs

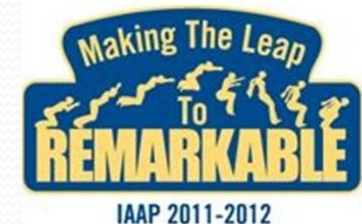
*Held the third Tuesday of each month
(Exceptions: Fourth Tuesday-Nov. & May
and in April-Administrative Professional
Day Conference) at College Station
Conference Center at 5:30 pm*

Bryan - College Station



The Bryan-College Station chapter of IAAP strives to be the recognized leader for professional development of office personnel in the Brazos Valley.

Check us out at <http://www.iaap-bcs.org>
or our Facebook page:
Bryan-College Station
Chapter of IAAP (Since 1955)



Benefits of IAAP Membership Invest in Yourself/Invest in Your Career

Career Development

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COMMITTEE CHAIRS

**Programs/
APD Conference** **Jan McCoy, CAP-OM**

**Bylaws & Standing
Rules** **Janice Walpert, CAP-OM**

Certification **Connie Smotek, CAP-OM**

Financial Review **Patsy Luce, CAP-OM &
Mildred Seaton, CAP-OM**

Historian **Joyce Schaefer**

Hospitality **Tana Chappell, CAP-OM &
Janice Crockett**

Membership **Rosie Schoenfeld**

**Newsletter, Publicity,
& Social Events** **Liz Galvan**

Website **Linda Stelly, CAP-OM**

Today, more than ever, success in an administrative career demands a broad range of skills. By becoming a member, each individual acquires valuable insight and information needed to utilize changing technology, enhance interpersonal skills, and develop a greater understanding of the business community.

The Bryan-College Station Chapter was chartered in 1955. Its members represent administrative professionals from the cities of Bryan and College Station, Texas A&M University, and the surrounding communities. Join today and see where it takes you!

Benefits of Membership To You

- Continuing Education
- Networking Opportunities
- Personal/Professional Growth
- Leadership Development
- Management Skills
- Current Technology

Benefits of Membership to Your Employer

- A Professional team member dedicated to producing a quality product of service.
- A positive public relations representative who takes pride in professionalism and excellence.
- Administrative personnel who are up to date with the latest trends in technology.

An employee who has the opportunity for continuous personal and professional growth and brings these skills back to the workplace.

If you are looking for ways to help you get ahead in the workplace, IAAP offers two professional ratings. The Certified Administrative Professional (CAP) rating and a specialty rating in Organizational Management (OM) are the industry recognized standards of proficiency.

This is a personal achievement and is not a prerequisite of membership. The Bryan-College Station Chapter offers ongoing mentorship for those who wish to write these examinations.

The CAP and OM exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration & management and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers expect their administrative professionals to be thoroughly familiar with current techniques in office practice and procedures as well as aware of developments in office systems and technology.

To obtain these designations, a candidate must meet certain educational and work experience requirements. They must pass the 4.5 hour (CAP) and 3.5 hour (OM) examination that is administered in May and November annually by the Institute for Certification (a department of IAAP). The Texas A&M General Services Complex is a certified testing facility.

Visit the International website www.iaap-hq.org for more detailed information regarding IAAP professional development or for local professional development information, contact Connie Smotek at csmotek@tamu.edu or (979) 845-2226.

For more information about chapter meetings and events online, check out our chapter website at: <http://www.iaap-bcs.org>