



BRYAN COLLEGE STATION IAAP

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How Your Virtual Reputation Can Impact Your Real-Life Career

A polished professional reputation can make or break your chances of cultivating a successful long term career. And now, thanks to the Internet, that reputation includes your online activities. Connecting with others through sites like LinkedIn and Facebook can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly turning to the Internet to get a more complete picture of applicants. Keep the following in mind the next time you surf the web:

Take stock. Discover what information about you — if any — already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.

Exercise discretion. When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.

Take charge of your image. If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your professional history and career goals, unless your are networking for purely social reasons.

Observe the proper etiquette. When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.

Share your insights. Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call the Houston office at (972) 518-1988.



"Behind every successful woman is a substantial amount of coffee."
~Stephanie Piro

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WORD PLAY: CAUSERIE \kohz-REE\ noun 1. an informal conversation; chat 2. A short informal essay **Example Sentence:** After the table was cleared and coffee was served, the dinner guests rose and continued their causerie in the other room.



What's All the Buzz About?



The workplace is overwrought with clichés, buzzwords and industry jargon. Although business terms that are familiar to everyone can sometimes make communication more effective, the overuse of these phrases may actually hinder it. In a recent survey, we asked executives to cite the most annoying or overused phrase or buzzword in the workplace today. Their top responses included:

- **Leverage**, as in, "We intend to leverage our investment in IT infrastructure across multiple business units to drive profits."
- **Game changer**, as in, "Transitioning from products to solutions was a game changer for our company."
- **Value-add**, as in, "We have to evaluate the value-add of this activity before we spend more on it."
- **Circle back**, as in, "I'm heading out of the office now, but I will circle back with you later."
- **Interface**, as in, "My job requires me to interface with all levels of the organization."

Following are some suggestions to help you avoid the clichés and voice your thoughts more effectively.

Know your audience. Buzzwords are often exclusionary because at least some people are unfamiliar with even the most seemingly ubiquitous terms. Tailor your message to the knowledge level of the audience and avoid buzzwords or acronyms unless you're confident everyone understands them.

Keep it simple. One of the best ways to avoid buzzwords is by speaking plainly. Don't try to roll a handful of thoughts into one breath. Break up your ideas so they will be easier to comprehend.

Show instead of tell. If you find it difficult to convey your thoughts without using a handful of buzzwords, consider eliminating words all together. Visual examples can often convey more information than words.

Peppering your speech with buzzwords is sometimes unavoidable, especially if you're talking to an audience that truly embraces them. But try to remember that direct, concrete statements typically are the most powerful and persuasive.

Submitted by OfficeTeam. OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

*Welcome New Members:
Marsha Heap, Retired*



October

"O hushed October morning mild,
Thy leaves have ripened to the fall;
Tomorrow's wind, if it be wild,
Should waste them all.
The crows above the forest call;
Tomorrow they may form and go.
O hushed October morning mild,
Begin the hours of this day slow.
Make the day seem to us less brief.
Hearts not averse to being beguiled,
Beguile us in the way you know.
Release one leaf at break of day;
At noon release another leaf;
One from our trees, one far away."
- Robert Frost

PRESIDENT'S MESSAGE

The first quarter of the 2009 – 2010 IAAP year is now history - the perfect time for a report card. As you know, our chapter is working toward the "Chapter of Excellence" award. It's one way to ensure that our chapter is fulfilling IAAP's mission of "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development". In addition to keeping the chapter focused on our mission, the award benefits also include a "Chapter of Excellence" podium banner and a \$100 cash award. Award criteria (must attain a minimum of 14 of the 19):

- Sixty percent of the chapter meetings offer recertification points
- Publish annual meeting calendar with education and/or training topics by September 1st and establish marketing plan to encourage members to attend chapter, division and international meetings and events
- Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer
- Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31st and conduct an annual member interest/satisfaction survey
- Sponsor/co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual Executives' event
- Sign the online Chapter of Excellence Commitment agreement
- Publish at least six newsletters/e-newsletters
- Participate in the IAAP Web Community
- At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
- Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
- A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees participate in at least one Leadership/Succession Planning training event (does not need to be an IAAP event)
- Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention & Education Forum
- Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership
- Committees; and submit new officers and committee chairmen listing to HQ by July 1st deadline
- Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
- Conduct at least one membership recruitment event
- Conduct new member orientation program
- Achieve a net membership increase of at least 12 percent
- Sponsor a new IAAP Professional Chapter or Student Chapter
- At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF trustee

Thank you for your commitment to our chapter. We are well on our way to becoming a "Chapter of Excellence" and expect to have satisfied two thirds of the criteria by the end of December/09.

Sincerely,
Janice Walpert CPS/CAP
President, Bryan-College Station Chapter

Doing a job RIGHT the first time gets the job done. Doing the job WRONG fourteen times gives you job security.
~Unknown

ROAD TRIP NOVEMBER 14th

SAN MARCOS PRIME OUTLETS

3939 IH-35 South #900

San Marcos, TX 78666

(512)396-2200

<http://www.primeoutlets.com>

WOW! Talk about shopping till you drop.

With the holidays approaching, this would be a terrific way to obtain all your gift needs and satisfy that need to shop or just look around, eat and visit with many of your B/CS IAAP Chapter Members, meet new folks, network and discover many new shops that are coming to the Prime Outlets in November. And lets not forget, you will get some exercise. Drivers needed for car pooling, fuel costs to be split between occupants of vehicle.

RSVP no later than November 12th: via email to dferguson@tfs.tamu.edu



The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

Upcoming Events:

CAP and CPS Exams

November 6-7, 2009

General Services Complex

Texas A & M University Campus

Road Trip San Marcus

November 14, 2009

November IAAP Meeting

Avery Presentation

November 17, 2009

Hilton College Station

5:30 pm



EXECUTIVE OF THE YEAR/OCTOBER GUESTS



John Thornton and Janice Walpert



Laurie Picklo and Valerie Sorenson



Mildred Seaton and Tim Sweeney



Kathy Pilgrim and Keleen Stine



Julie Brooks and Philip Clay



Guest Speaker: R. C. Slocum "How's Your Work Attitude?"
Rosie Schoenfeld



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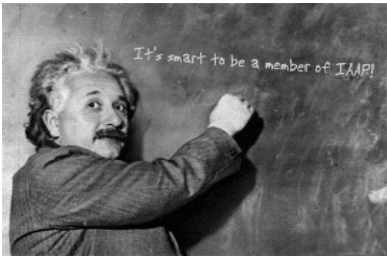
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Newsletter submissions should be sent to Gena Monroe at gmonroe@tamu.edu.



IAAP's VISION is to inspire and equip administrative professionals to attain excellence.



Did you know ...

The Bryan-College Station Chapter was installed May 28, 1955

The charter members were:

- | | |
|---------------------|-------------------------|
| Gretchen C. Bailey | President |
| Elizabeth D. Matzka | Vice President |
| Marie Francklow | Recording Secretary |
| Gwen J. Lloyd | Corresponding Secretary |
| Ruth Rideout | Treasurer |
| Merle Buchanan | |
| Margaret C. Coleman | |
| Dorothy H. Couch | |
| Dorinne Glenn | |
| Alma Kasner | |
| Helen Ludwig | |
| Beatrice L. Olyer | |
| Edith W. Schneider | |

Exciting news! On-line registration for monthly meetings is now available at <http://www.iaap-bcs.org>. You can right click your mouse and a screen will appear that provides the option "Go to the website." Click that option and it will take you directly to our new webpage. Meeting information is located under Upcoming Meetings.

OFFICERS AND COMMITTEE CHAIRS

President-Janice Walpert, CPS/CAP
862-6026 (Office)
jwalpert@athletics.tamu.edu

President-Elect-Rosie Shoenfeld, CPS
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r-schoenfeld@tamu.edu

Vice President-Dawn Ferguson, CPS/CAP
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Secretary-Betty Cotton, CPS/CAP
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Treasurer-Helen Hancock
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Past President-Valerie Sorenson, CAP
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Certification Chair-Mary Ellen Rowan, CAP
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Hospitality-Rosanne Gueguen, CPS/CAP
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Special Events-Sandy Samford CPS
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Newsletter-Gena Monroe, CPS/CAP
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Education Chair-Lea Ann Westmoreland
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