

**ATLANTA CHAPTER OFFICERS
2011-2012
BOARD OF DIRECTORS**

Mary Stuckey CPS/CAP—President

Janet McGraw CPS—President Elect

Claire Willis CPS/CAP—Recording Secretary

Dee Hunter CPS/CAP—Corresponding Secretary

Lia Jones —Treasurer

Gwendolyn Little CAP—Director

K Meekins CPS—Director

The Atlanta Chapter was chartered on August 3, 1945. Atlanta Chapter is part of the Georgia Division, which in turn is part of the Southeast District of IAAP.

A monthly Dinner Meeting* is held for all members and guests on the third Monday of each month at 6:30pm at Hilton Garden Inn Atlanta Perimeter. The meeting is comprised of an educational program followed by Chapter business.

*There is no meeting in December.

Dinner is \$26.00 per person
(Complimentary self-parking is included)

Location:
Hilton Garden Inn at Perimeter Center
1501 Lake Hearn Drive
Atlanta, GA 30319



**Atlanta Chapter
Mission Statement**

The Atlanta Chapter of the IAAP is committed to:

- ◆ Promoting the challenges and opportunities of the profession.
- ◆ Providing continuing educational opportunities for the enhancement of leadership, management and technological proficiency.
- ◆ Encouraging the attainment of the Certified Professional Secretary and Certified Administrative Professional ratings, and/or other certification in the area of office support.
- ◆ Exemplifying the standards of excellence which are recognized by the Atlanta business and civic communities.



IAAP 2011-2012

**INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS**



2011-2012 Atlanta Chapter Board of Directors



www.iaap-atlantachapter.org

ABOUT IAAP

The International Association of Administrative Professionals (IAAP) is a not for profit professional association with over 40,000 members and affiliates and almost 600 chapters worldwide.

The association works in partnership with employers to promote excellence.

Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals.

Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.



WHY JOIN?

There are many reasons to join this professional organization! You will benefit immediately from joining an organization that caters to your work environment.

During the 66 year history of IAAP, office professionals have recognized the value of membership in an organization that addresses their specific needs in the areas of:



Get involved with an organization that will address your specific needs!

- Career Development
- Leadership Skills
- Networking
- Image
- Professional Development
- Seminars & Conferences
- Personal Development

WHAT'S IN IT FOR YOUR EMPLOYER?

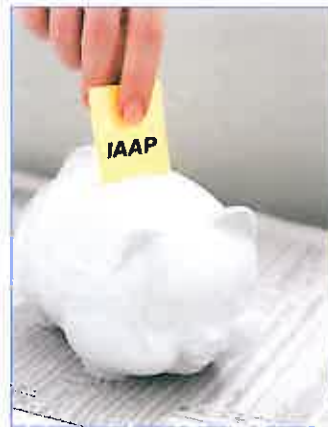
IAAP can become your partner in leading your administrative professionals toward achieving excellence. We provide resources to meet the needs and challenges facing the administrative staff, today and tomorrow. IAAP members receive the tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.



IAAP provides resources to meet needs and challenges facing administrative staff, today and tomorrow.

Thanks to IAAP, administrative support professionals can take advantage of networking opportunities, certification programs, and educational products that set the standard of excellence. IAAP's code of ethics continues to set the standard of professional conduct. And, in working with business leaders and educators, IAAP members continue to develop skills and knowledge necessary to set the standard of performance.

INVEST IN YOUR FUTURE



Invest in your future! IAAP is here to help YOU excel!

Employees who demonstrate the Power of Professionalism give their employers a competitive advantage in the marketplace. The wisest employers recognize the importance of investing in the career development and training of their administrative support staff. IAAP is here to help YOU excel!

REQUEST MORE INFORMATION

For more information, please complete this form, cut along the dotted lines and mail or fax to the Atlanta Chapter Membership Co-Chair:

Margaret Cross-Shelnutt CPS
Atlanta Chapter Membership Co-Chair
1850 Cotillion Drive Unit #2303
Dunwoody, GA 30338
Phone: (770) 289-8848
Fax: (404) 785-2034
margaret4hp@yahoo.com

| | |
|-------------------------|--|
| Name: | |
| Title: | |
| Address: | |
| Home Ph. #: | |
| Work Ph. #: | |
| Company Name: | |
| Company Address: | |
| E-mail: | |



International Association of
 Administrative Professionals®
 Atlanta Chapter

www.iaap-atlantachapter.org