

About us . . .

The International Association of Administrative Professionals (IAAP) has been setting the standards for the secretarial/administrative profession since 1942.

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

A monthly Business Meeting for all members and guests is held on the third Monday night of each month, with the exception of December, at Hilton Garden Inn Atlanta Perimeter 1501 Lake Hearn Drive Atlanta, GA 30319

Our dinner meeting begins at 6:30 PM and includes an educational program followed by Chapter business.

Dinner is \$26.00 per person
(free parking)

For more information, visit our web site: www.iaap-atlantachapter.org

***Make the commitment ...
to your profession ...
to your career ...
to yourself.***

2011-12 Atlanta Chapter Programs

2011:

July 18 – Atlanta Chapter 66th Birthday celebration with Barbara Wiley CPS/CAP, 2011-2012 GA Div. Pres. - "Pursuing Your Dreams" (1 recertification point)

August 15 – New Member Installation and Dr. Welyne Thomas PhD - "Multi Generational Workplace Conflict and Solutions" (1 recertification point)

Sept 19 – Althia Johnson - "How to Survive the Jungle" (1 recertification point)

October 17 – LaVonne Goldschmidt CPS/CAP, GA Div. Secretary - "Passion Turns Ordinary into Extraordinary" (1 recertification point)

November 14 – Annual RTF and Atlanta Chapter Auction

No meeting in December

2012:

Jan 17 (Tuesday) – Ferrel Wiley - "Personal Finance - Dave Ramsey's Baby Steps" (1 recertification point)

Feb 20 – Demetrice Clayton CPS/CAP, past GA Div President - "Unleashing the Professional in You" and "**Impact Program**"

Mar 19 – Jacob Prosser, PricewaterhouseCoopers - "Consumer Web Security" (1 recertification point)

April 27 (Friday) – **APW** celebration with Tamra Goodall CPS/CAP, International President presenting 3-hour Seminar (**3 recertification points**)

May 21 – Sylvia Cash CPS, past International President - "Open Your Locks." (1 recertification point)

June 18 – New officer installation

Atlanta Chapter

Chartered in 1945



**International Association of
Administrative Professionals®**
Atlanta Chapter

2011-12 Board of Directors



Atlanta Chapter Officers listed right to left
President - Mary Stuckey CPS/CAP
President Elect - Janet McGraw CPS
Recording Secretary - Claire Willis CPS/CAP
Corresponding Secretary - Dee Hunter CPS/CAP
Treasurer - Lia Jones
Directors: Gwen Little CAP and K Meekins

Why Join a Professional Association such as IAAP?



- The primary purpose of the association is to upgrade the standards of administrative performance by means of continuing education programs.
- Joining will increase your network among peers working in diversified areas in the administrative field.
- Membership instills a sense of professional pride and self-worth.
- Meet role models and mentors.
- Increase your management, leadership, interpersonal and public speaking skills.
- Membership in a professional organization motivates you to accelerate and grow into higher-level positions and achieve greater effectiveness on the job.

Certification

The Certified Professional Secretary (CPS®) and Certified Administrative Professional (CAP®) ratings are the industry-recognized marks of excellence. Perhaps more than any other distinction, the ratings indicate to employers and colleagues the desire to succeed in a career.

Atlanta Area Chapters of IAAP sponsor CPS/CAP review courses to help prepare candidates to take the CPS/CAP exams. The CPS/CAP exams are given twice annually in May and November. Areas tested include: finance and business law, office systems and administration, management and organizational planning.



Mission Statement

The Atlanta Chapter of the International Association of Administrative Professionals 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; and
- Exemplifying the standards of excellence which are recognized by the Atlanta business and civic communities.



IAAP 2011-2012