

International Association of
Administrative Professionals®
Atlanta Chapter

ATLANTA CHAPTER

IAAP

Monthly Report





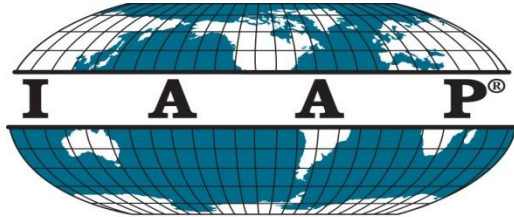
2010-2011 Chapter Focus

- ✓ 65th Birthday Celebration
- ✓ Bi Monthly Newsletter
- ✓ Annual Auction
- ✓ Administrative Professionals Week Event
- ✓ Chapter of Excellence



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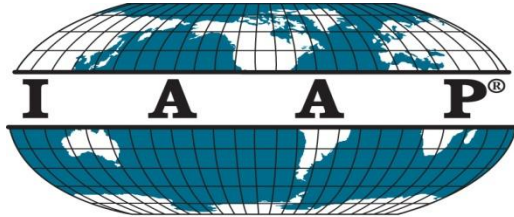
B	E	A	C	O	N
Sponsor a new IAAP Professional or Student Chapter	Recruit an Associate member	Conduct new member orientation program	Make a donation equaling \$5 or more per member to the Retirement Trust Foundation or Research and Education Foundation	Sponsor or co-sponsor a professional development seminar or sponsor or co-sponsor an APW/APD and/or annual executives' event	Produce a chapter brochure
Have at least one new non-member visitor at 3 chapter meetings	****MANDATORY**** Conduct at least one Membership Recruitment meeting	Participate in a minimum of 2 chapter community service programs/activities	Publish annual meeting calendar with education and/or training topics by 9/1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events	Submit an article for the Division Newsletter	Maintain a minimum of 15 members and achieve an annual retention rate of at least 80%
A minimum of 4 officers <u>and</u> chairmen of the Bylaws, Certification, Education and Membership Committees participate in at least 1 IAAP Leadership/Succession Planning training event	3 or more chapter members visit another chapter's meeting	****MANDATORY**** Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer	1 or more chapter members attend 2010 International Education Forum and Annual Meeting	Publish at least 6 newsletters/ e-newsletters	Publish and submit 6 monthly meeting notices to Division Webmaster 21 days prior to the meeting date
1 or more chapter members sit for the CPS and/or CAP exam	At least 1 member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year	3 or more chapter members attend the combined CDW/Student Chapter Conference	Participate in the IAAP Web Community	1 or more chapter members recertify	At least 1 member serve in a Division office or committee; or serve on an International committee; or as an International officer or as an RTF Trustee
Achieve a net membership increase of at least 12% (minimum required is a net 3 member increase)	A member of Chapter is speaker for another Chapter's meeting or event	Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by 12/31/10 and conduct an annual member interest/satisfaction survey	Attend another chapter's educational seminar	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 1 deadline	Have 50% attendance of membership at 2 chapter meetings
Chapter President attends Division Mid-Year Leadership meeting	60% of the chapter meetings offer recertification points	Submit Quarterly Report to Division Board Contact on or before due date	Send a delegate to the Division Annual meeting and a delegate, or submit a Proxy, to the International Education Forum and Annual Meeting	Donate funds to assist a Student member	Submit documentation for Division Awards
President, President-Elect, or Vice President participate in 3 of the Division President's Quarterly Conference Calls	Submit a completed application for the Avery Dennison Chapter/Division Achievement Award Program and/or submit a nomination in the Award for Excellence Program	3 members of Chapter achieve IAAP Member of Excellence Award	Division Board member speaks at chapter meeting	3 members attend an APW event	Sign the online Chapter of Excellence Commitment agreement



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2010 -2011 ATLANTA CHAPTER TIMELINE

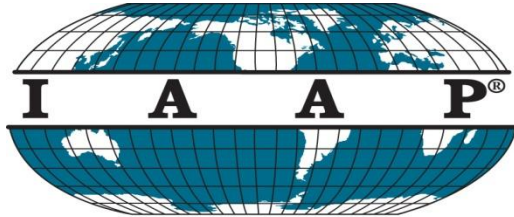
June 2010		
13	GA Division	Incoming President's Briefing
25	Chapter	2010-2011 Officers & Committee listing do to HQ by July 1
28	Chapter	Proxy Due to HQ
30	Chapter Members	Member of Excellence apps due
30	Chapter	Chapter of Excellence app due



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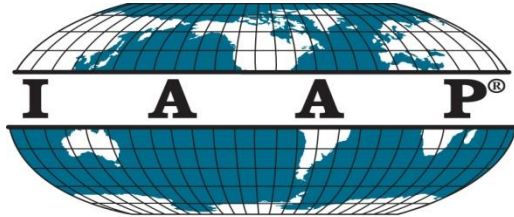
July 2010		
5	Chapter	Form 990N due
12	Chapter	Board Meeting
10	GA Division	Leadership Forum
18-21	International	EFAM - Boston
26	Chapter	65 th Annual Birthday
30	Chapter Treasurer	Complete audit of books



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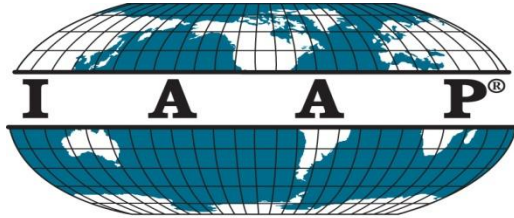
August 2010		
2	Chapter	Board Meeting
14	GA Division	Leadership Forum
16	Chapter	August Business Meeting
	Chapter	15 Weeks RTF Auction



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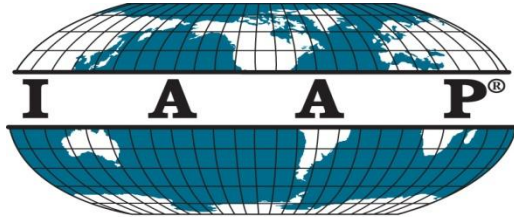
September 2010		
1	GA	Article due for Newsletter
2	Chapter	Board Meeting
13	Chapter/Board	Division Call
20	Chapter	September Meeting - GA Div Pres Nina Hubbard
20	Chapter	Division Report Due
	Chapter	11 Weeks to RTF Auction



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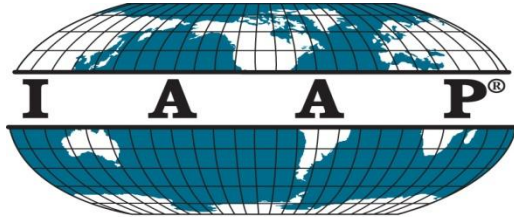
October 2010		
4	Chapter	Board Meeting
15	Chapter	Student Assessments Due
18	Chapter	October Meeting
	Chapter	9 Weeks to RTF Auction



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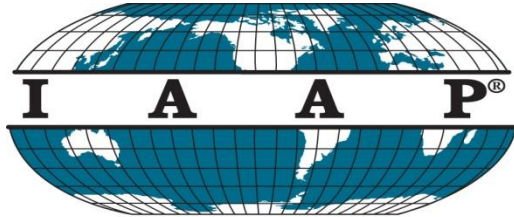
November 2010		
1	Chapter	Board Meeting
5	International	CAP Exam
6	International	CPS Exam
15	Chapter	RTF Auction
20	Chapter	Division Report Due



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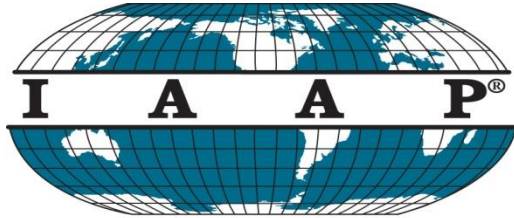
December 2010		
6	GA Division	Chapter/Board Call
10	Chapter	News Article Due GA Division
20	Chapter	2 nd Quarterly Report Due
25		Happy Holidays
31	Chapter Treasurer	Give Audit report to GA Div. Treasurer



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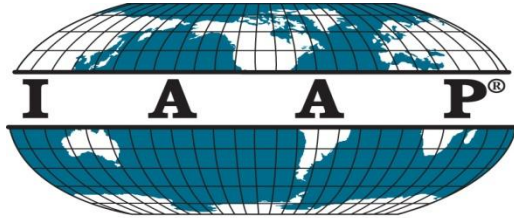
January 2011		
1		Happy New Year
3	Chapter	Board Meeting
13	Chapter/Board	Division Call
18	Chapter	January Meeting
22	Chapter	Leadership Forum - Mid Year
	Chapter	January Social
	Chapter	17 Weeks to APW



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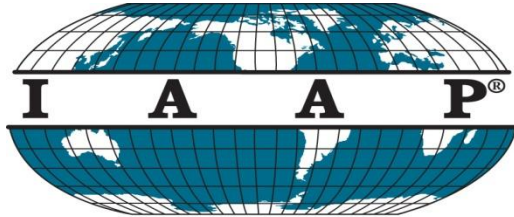
February 2011		
1	Chapter	2011 Avery Award Due
7	Chapter	Board Meeting
21	Chapter	Recruitment Meeting -
24-25	Chapter/Board	CDW/Student Conference
	Chapter	12 Weeks to APW



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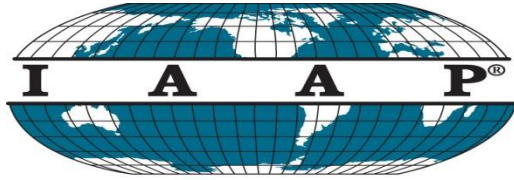
March 2011		
7	GA Division	Conference Call
7	Chapter	Board Meeting
10	Chapter	Newsletter Due to GA Division
15	Chapter	Proposed Amendments Due
21	Chapter	March Meeting
21	Chapter	3 rd Quarter Report Due
	Chapter	9 Weeks to APW



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April 2011		
1	GA Division	Officer Nominations to Chapters
4	Chapter	Board Meeting
18	Chapter	Meeting
18-22	International	Administrative Professionals Week
26	Chapter	Distribute Proposed Bylaws
	Chapter	11 Weeks to New Officer Installation



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May 2011		
2	Chapter	Board Meeting
4	International	CAP Exam
5	International	CPS Exam
9	Chapter/Board	Conference Call
13	Chapter	BEACON Awards submission
16	Chapter	May Meeting
18	Chapter	Delegate/Alternate name due to GA Div
20	Chapter	Annual Report Due



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June 2010		
1	GA Division	Article due for Newsletter
6	Chapter	Board Meeting
10-12	GA Division	2011 Division Annual Meeting
20	Chapter	New Officer Installation
28	Chapter	Proxy Due for EFAM
30	Chapter	2011-2012 Officer & Committee list Due
30	Chapter	Member of Excellence
30	Chapter	RTF Contributions Due