

Indiana Division News!

October – November - December 2010

Inside This Issue

- 1 Avery Great Achievement
- 1 Message from the President
- 2 Recent Photos
- 3 Retirement Trust Foundation
- 3 Recruitment Program
- 3 News from Division Secretary
- 4 Certification Update
- 4 Upcoming Events
- 5 Member Anniversaries
- 5 Member/Chapter Anniversaries
- 6 2011-12 Nominations
& Officer Qualifications
- 7 Position Descriptions
- 8 Nomination form



Phiandra Peck CAP

Treasurer

Barbara Brown CPS

Secretary

Norma Jean Graves

CPS/CAP

Vice President

Teresa Walters CAP

President

Avery Great Results Program

January is the month to participate in the Avery Chapter/Division Achievement Award program. Avery recognizes those chapters who continually strive to provide quality programs, training and leadership opportunities for their members. The application form for chapters is available at the Indiana Division web community. Completion and submission of this application by January 31, will meet a requirement for the Chapter of Excellence program as well!

Message from Your President

We say good-bye to 2010 and welcome 2011! Welcome to a new beginning!! Christmas decorations are packed away, and we begin the process of becoming more efficient and effective with our personal and professional habits! Heading to the gym anyone?? Of course, that would be right after enjoying a chapter social during December!

Closing out 2010 proved to be a successful year for our chapters, committees and members. The committees for the 2011 division annual met in Indianapolis on November 6 at the Indianapolis Hilton North for their first planning meeting. Later this month, registration information will be available, as we are again offering early bird and partial payment options for our members. Our next planning meeting will be held on February 5.

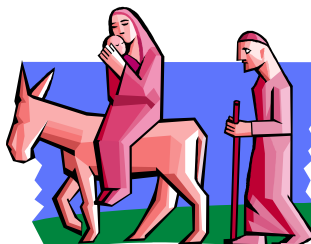
This quarter's newsletter has included information on a new member recruitment plan offered by the International office. This is a great opportunity for us to reach out to members who have let their membership lapse, and are interested in reinstating their memberships.

There is also information on accepting nominations for 2011-2012 division officers.

And don't forget to get your chapter application submitted by January 31 for the Avery Great Achievement Award Program.

HAPPY NEW YEAR and blessings to you all!

Teresa Walters 'Miss T' CAP



We love working with IAAP Members!

Corporate Apparel Pens Notebooks
Drinkware Calendars Totes
Employee and Customer Gifts
And The Best Service!



Call Now at:

262-790-9110

Or Email at:

info@olivepromotions.com

Or Shop at:

www.olivepromotions.com

Recent Photos



Tawasi Chapter members enjoying a December Social!



Athens of the Prairie Chapter Officers
Sharon Sullivan, CPS, Paula Shelton & Jennie Wilson CPS



Evansville Chapter Officers: Karen Balbach, Jean Reising, Janice Perigo CAP
Sharon Katterjohn, CPS/CAP, Carol Reising, CPS/CAP and Lana Bunner



Retirement Trust Foundation News

Happy Holidays! This is the hustle bustle time of year we celebrate with family and friends, sharing gifts from the heart to those who matter so dearly to us.

Many of us also remember those who struggle for resources this time of year, with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.

Our mission is to provide housing assistance for administrative professionals, age 55 and older, who are in need. Your generosity provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This program is accessible by all members within the six districts of IAAP.

If you are already planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to www.iaap-rtf.org for more information or to complete an online donation.

2010-11 Division Recruitment Award Program

As we prepare for the New Year, IAAP's resolution is to help you grow your divisions and chapters. To help you achieve that goal, two opportunities are available.

The 2010-2011 Division Recruitment Award Program has been developed and a total of \$2,000 will be awarded to the winning divisions. Information concerning the program can be found under document ID 7044 in the IAAP International Library. Just log in at <http://community.iaap-hq.org> and click Resources – Search Library to get started.

In conjunction with the 2010-2011 Division Recruitment Award Program, beginning January 1, 2011, IAAP will waive the \$15 processing fee for any member who has dropped from active status in the last two years and reinstates his or her membership between January 1, 2011 and March 31, 2011.

To further support this program, the Indiana Division will also waive the \$15 membership fee to members who enroll, or reinstate their division membership during this same time period. Any chapters out there feel like making a challenge???

IAAP Websites

Indiana Division website:

www.indiana-iaap.org

International Headquarters website:

www.iaap-hq.org



News from Your Division Secretary

Just a reminder to keep those emails coming! I've been receiving your worksheets for the chapter contest. You've probably seen that it's easier to keep up with the monthly reports if you update your chart on a monthly basis. Keep sending them to me as you enter your updated information and I'll save them for you! Thanks!

Certification Changes are Coming



IAAP's Certification Program will be changing effective November 2011. Changes to the recertification program were effective July 2010.

New content outlines and bibliographies for the new CAP and Organizational Management exams that are effective November 2011 will soon be available at the IAAP Web Community.

Metcalf Educational Services will be updating their review materials for the new exams. Once IAAP has tentative dates for those revisions, that information will be passed on to their web site. Prentice Hall will not be providing review materials for the new exams.

Registration Forms for those candidates eligible to retake current exam parts in May 2011 will be mailed from Kansas City MO around January 15. Retake candidates and new applications need to have their documents and fees into their office by February 15.

Thank you for the hard work you have been putting in the first quarter of the 2010-2011 year. Many of your chapters are submitting programs for recertification consideration. Several of you have led review courses for the exams. And we hope all of you continue to contact us at certification@iaap-hq.org with your questions. We are here to assist you in promoting and explaining the IAAP certification programs to your members, co-workers, and employers in your community. And don't ever hesitate to contact these individuals directly with your questions.

Certification Department:

Kathy Schoneboom, CPS/CAP Jennifer Mikic, CPS/CAP Vicki Twombly, CPS

Upcoming Events

Be sure to mark your calendars for these upcoming events!!

Deadline to register for May Certification testing	February 15, 2011
Second IDAM 2011 Planning Mtg	February 5, 2011
2011 Spring Conference, Tampa	March 7-9, 2011
CPS/CAP Testing	May 7-8, 2011
Indiana Division Annual Mtg, Indianapolis	May 13-15, 2011
EFAM, Montréal, Canada	July 24-27, 2011



Member Anniversaries

Vicki	Clements		Evansville	October
Rema	Allen	CPS	Indy Northside	November
Patricia	Allen		Indy Northside	December
Rae Jean	Alvarado		MAL	October
Karen	Andrei		500	December
Selena	Arredondo	CPS/CAP	Evansville	October
Frances	Ashby	CPS/CAP	Evansville	October
Karen	Balbach		Evansville	November
Elizabeth	Bayley		Lafayette	October
Margaret	Bernick	CPS	Evansville	November
Arline	Bontrager	CPS	MAL	October
Phyllis	Bostwick		MAL	December
Nadine	Boyd		River Bend	October
Linda	Burkholder	CAP	MAL	November
Melinda	Burton		Athens of Prairie	December
Susan	Buttrum		Evansville	November
Myra	Christner		Maple	October
Lucyanne	Claflin	CPS	MAL	October
Jane	Clark		Tawasi	December
Sharon	Clark Leer		Evansville	December
Kelley	Drexler		Indy Northside	October
Misty	Embry		Evansville	December
Paula	Enyeart		MAL	October
Richard	Fairbanks		MAL	October
Debra	Fischer		MAL	October
Monica	Fleeger		Evansville	November
Margaret	Fouts		Evansville	December
Donna	Gunn	CPS/CAP	500	October
Jo Ann	Hancock	CPS	MAL	December
Holly	Havener	CPS	500	November
Diane	Heavin		500	November
Betty	Henderson	CPS	Lafayette	November
Lisa	Heuring	CPS/CAP	Evansville	November
Paula	Hilkene	CAP	500	November
Catherine	Housman		Evansville	November
Jenny	Knoebel	CPS/CAP	500	October
Terri	Lambert		500	October
Shirley	Largent		Lafayette	December
Roxanna	Lewallen		Maple	November
Kristin	Lewis		Evansville	December
Stacy	Little		Evansville	October
Kirsty	MacColl		Lafayette	October

Janella	Malicoat		500	November
Debbie	McElheny		Maple	November
Laura	McGlothlin	CPS	Lafayette	October
Roxanne	Morris		Indy Northside	October
Janet	Myers		Tawasi	October
Sandy	Neidigh		Athens of Prairie	October
Tamara	Oliver		Evansville	October
Phiandra	Peck	CAP	500	October
Wonita	Perry		MAL	October
Sandy	Pflugshaupt		River Bend	November
Kellie	Reece		Lafayette	October
Bianca	Reed		Indy Northside	December
Debra	Riger	CPS	Evansville	November
Rita	Ripple		MAL	October
Gloria	Rohm		River Bend	October
Pamela	Sacco	CPS	Lafayette	October
Corrie	Scott		500	December
Patricia	Shell	CPS	500	December
Patricia	Shepherd		Athens of Prairie	November
Casindra	Shoaf		Tawasi	October
Brenda	Simpson		500	October
Julie	Sinchak	CAP	River Bend	December
Mary	Smith		500	December
Patsy	Storck	CPS	Tawasi	October
Jane	Thompson	CPS	MAL	December
Jane	Tompkins		Athens of Prairie	October
Valura	Truitt		Athens of Prairie	November
Theresa	Walsh		500	October
Cindy	Warren		Evansville	October
Bobbie	Wilcoxon		MAL	November
June	Williams		MAL	October
Sharon	Williams		MAL	November
Virginia	Wilson		500	November
Patricia	Wilson		Athens of Prairie	November

Chapter Anniversaries

Congratulations to the River Bend Chapter, as you celebrate your 65th anniversary! The River Bend Chapter was chartered in 1946, and continues to successfully support the career minded administrative professional!!!

2011-12 Nominations now OPEN!

Nominations are now open for the 2011-2012 Indiana Division offices. Paula Shelton, President of the Athens of the Prairie Chapter, is our Chairperson for the Indiana Division Nominating Committee, and she will be conducting the search for potential candidates for the offices of secretary, treasurer, vice president and president. The qualifications for each office are provided below. Nominees for the office of president shall have served at least one (1) term as a division officer. All nomination forms must be submitted with the approval of the candidate's chapter, confirmed by their chapter president.



As a division officer, you have opportunities to develop your leadership skills, promote our profession to others, attend conferences and meetings, and support the Indiana chapters and members at large. This is such a good opportunity to test your wings, and bring other members along for the flight!

Nomination forms have also been included, and must be submitted to the nominating committee prior to **February 28, 2011**

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional member for at least two (2) years prior to the time of nomination and shall have served as a Chapter Officer or chairman of an International or Division committee.
- B. No officer shall hold more than one (1) Division office at a time. No more than one (1) officer shall be elected from the same Regular or Corporate Chapter or from the Division Membership at Large, except if any office is vacant one month prior to the date of the Indiana Division Annual Meeting, nominations may be accepted from the floor for a maximum of two (2) officers from the same Chapter or Division Membership at Large.
- C. No officer shall hold office in a Regular Chapter while serving as a Division Officer.
- D. A candidate for the office of President shall have served as an Officer of this Division for at least one (1) full year prior to the time of election.

Position Descriptions from our Bylaws and Standing Rules

A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Call meetings of the Board of Directors whenever such meetings are necessary and shall call a meeting upon written request of a majority of the Board of Directors.
5. Be bonded with premiums paid from Division funds.
6. Be authorized to countersign all checks with Division Treasurer.
7. If serving a second term, coordinate Leadership Conference (LC).
8. Keep the International Director of the District fully informed on all matters concerning the Division.

B. The Vice President shall:

1. In the absence of the President, serve as presiding officer at all Division meetings or at meetings of the Board of Directors.
2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
3. Be Division Coordinator for Annual Meeting and Leadership Conference, serving in this capacity as liaison between the Board of Directors and the Host Chapter and/or Committee.
4. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Be responsible for the minutes of all Division and Board of Directors' meetings and for interim reports based on Board of Directors' decisions voted by mail.
2. After approval of the Annual Meeting Minutes by the Board of Directors, the first quarter issue of the Indiana Division *Board Letter* shall include notice that the Annual Meeting Minutes are available in the Members Only section of the Indiana Division website.
3. Conduct the general correspondence of the Division under the supervision of the President or the Board of Directors.
4. Give written notice of the Annual and Special Meeting as required in Article VI.
5. Develop and distribute the *Board Letter* and other Division releases to the distribution list.
6. Distribute Annual Meeting credential forms to Chapter Presidents 60 days prior to the annual meeting.
7. Perform such other duties as may be assigned by the Board of Directors.

D. The Treasurer shall:

1. Be responsible for all funds of the Division and for the records of its financial affairs. All disbursements shall be made by check or debit card.
2. Be authorized to countersign all checks with the Division President.
3. Keep a complete and accurate record of Chapter membership and Division Members at Large within the Division.
4. Publish a financial report and balance sheet for the Division on a quarterly basis beginning at the end of the first quarter of the fiscal year at the same time the annual budget is available. The Indiana Division *Board Letter* shall include notice that these reports are available on the Members Only section of the Indiana Division website.
5. Be bonded with premiums paid from Division funds.
6. Perform such other duties as may be assigned by the Board of Directors.
7. Fiscal Year: The fiscal year shall be July 1 through June 30.

**International Association of Administrative Professionals
Chapter Nomination for 2011-2012 Indiana Division Office**

**Office for which
Candidate is Nominated:** _____

Candidate Name: _____

Mailing Address: _____

Telephone: Home: _____ Business: _____

Qualifications

(List in descending chronological order, continue on separate page if necessary)

Professional Experience

Present:

Previous:

Education:

IAAP Experience

International:

Division:

Chapter:

Other Affiliations

Present:

Previous:

The above named candidate is submitted by a vote of the members of the _____
Chapter at the Chapter's regular meeting on _____. The candidate is qualified and
has consented to serve, if elected, as outlined in Article III of the Indiana Division Bylaws and
Standing Rules.

Submitted by: _____
Chapter President