

International Association of Administrative Professionals

IAAP is the world's leading organization for administrative professionals -- an association of your peers.

The vision of **IAAP** is to inspire and equip all administrative professionals to attain excellence.

Founded in 1942 and headquartered in Kansas City, Missouri, **IAAP** is the world's largest association for administrative support staff, with more than 600 chapters and 40,000 members and affiliates worldwide.

Lindbergh Chapter Activities

- ❖ Monthly meetings with dynamic speakers
- ❖ Round table discussion groups
- ❖ Professional development seminars
- ❖ Newsletter and website
- ❖ Community service projects
- ❖ Networking
- ❖ Certified Professional Secretary and Certified Administrative Professional review courses

IAAP Membership Information

Any individual who is, or within the last two years has been, employed as a secretary, administrative assistant, office manager or other office professional is eligible for membership in IAAP.

Annual membership dues are:

International	\$ 83.00
Missouri Division	6.00
Chapter	<u>26.00</u>
Total Dues:	\$115.00

One time processing charge \$15.00

One does not have to hold the CPS certification to become an IAAP member



For further information on IAAP membership and the Lindbergh

Chapter, contact:

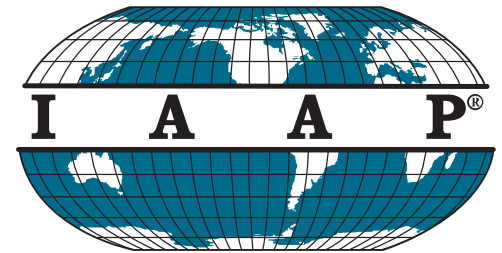
Charlotte Kuhn

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When you are ready to make a commitment to your career

Join the Professionals!



**International Association of
Administrative Professionals®**

Lindbergh Chapter

**Lindbergh Chapter, IAAP
Almost a half Century of
Professionalism**

Since 1960

Lindbergh Chapter, IAAP History

The Lindbergh Chapter was chartered in 1960 has grown from a charter membership of 20 to our present membership of 100 and continues to grow. Lindbergh's tradition of excellence has produced a number of Missouri Division presidents and several International committee chairs. Lindbergh Chapter has successfully hosted several Southwest District and Missouri Division conferences and has a proud tradition of community service. We are members of the Three Rivers Council (TRC) which was formed in 1980 as an umbrella organization for the four local chapters to hold an annual professional development conference and to promote the profession in the St. Louis area. Members represent a variety of companies throughout metropolitan St. Louis area. The IAAP administrative professional complements management. Members receive support from their companies for continuing education, and participation in chapter, division, and international programs of IAAP aimed at increasing administrative professionalism.

Chapter Representation

Listed below are just a few of the companies in the St. Louis area that are represented in the Lindbergh Chapter:

Arch Coal, Inc.	BJC	
Crane Agency	CRB Consulting Engineers	
Ducommun	GeoEye	
MEMC	Monsanto	
Novus International	Office Team	
Opaa!	Food	International
Rossman School		
Solutia	Spherion	
TLC Vision	University City Gov't	
U.S. Bank	Webster University	

Lindbergh Chapter IAAP

Officers

Charlotte Kuhn, CPS	President
Charlene Faulkner, CPS	Vice President
Joy Ihler	Recording Secty
Jane Ferguson	Corresponding Secty
Linda Haley, CPS/CAP	Treasurer

Meeting Location

Spazio's Westport Garden Room
12031 Lackland Road
St. Louis, MO 63146
(314) 576-0400

Meeting Information

Chapter meetings are held the fourth Tuesday of the month at:

5:30 p.m.	Networking
6:00 p.m.	Dinner
6:45 p.m.	Program
7:45 p.m.	Business Meeting

(except July and December)

Dinner and meeting Lindbergh Chapter Members	\$20.00
Guests	\$23.00
Business Meeting only	\$10.00

Reservations: kuhnc@sbcglobal.net

Lindbergh Chapter Mission

To be the recognized leader of administrative professionals in the St. Louis area. To encourage and inspire our members to achieve their personal best, by providing resources to develop leadership skills, enhance technical expertise, and promote a networking venue.

Lindbergh Chapter Objectives

- ❖ Achieve ongoing membership growth and retention
- ❖ Enhance personal and professional development of all members
- ❖ Provide connectivity and networking for all members
- ❖ Be recognized as a viable resource to industry, educational institutions, and the St. Louis community through:
 - Maintaining a job bank for members
 - Mentoring new and prospective Administrative Professionals
 - Functioning as a liaison for employers
 - Serving our community through outreach programs
 - Remaining forward looking and on the cutting edge of research, trends, and growth of the profession