

FACT SHEET



International Association of
Administrative Professionals®
Ottawa Chapter
Since 1965

International Association of Administrative Professionals®

P.O. Box 705, Station B, Ottawa, ON K1P 5P8

www.iaap-ottawa.org

IAAP Mission Statement

“Enhancing enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”

What is IAAP®?

IAAP is the world’s leading professional association for office professionals with representation in more than 66 countries. IAAP chapters can be found in most major cities in Canada and the United States. There are approximately 27,000 members and nearly 600 chapters worldwide. Your membership in this not-for-profit professional association demonstrates to management your commitment to excellence and provides you with outstanding cost-effective benefits.

Ottawa Chapter

The Ottawa Chapter is one of many professional chapters in the Ontario Division of the Canada District. The Chapter has members employed in administrative roles in engineering, legal, financial, investment, association, high tech, medical, customer service, education, construction, travel and government environments. Join a growing group that is committed to career development and success. The Chapter usually meets the 2nd Thursday of each month. Networking begins at 5:30 p.m., dinner begins at 6:00 and the education portion of the meeting begins at approximately 7:00 p.m.

Who Can Join?

Whether you are an administrative or executive assistant, receptionist, word processing or information specialist, office manager, student or business educator, IAAP offers an important opportunity to make a commitment to your career and to reach your professional and personal best.

Chapter Membership Offers Opportunities in the Following Areas:

Education:

- Professional development at monthly meetings as well as local, division and district seminars / workshops / conferences
- Certification - the internationally recognized standard for the administrative profession
- Challenge comfort zones - learning / testing leadership and management skills
- Gain experience in meeting management, presentation skills, public speaking and special event planning

Networking:

- Annual national and international conventions / education conferences
- Information-sharing through local and international networking with peers from a variety of related fields

Information:

- Access to the latest trends in administration, business and technology
- Included in your membership fee is your subscription to the award winning *OfficePRO™* Magazine
- Access to four newsletters: *IAAP Connections*, *OfficePRO Express*, *IAAPulse* and *Professionally Speaking*



For more information: E-mail: membership@iaap-ottawa.org



Frequently Asked Questions

What is IAAP?

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with almost 27,000 members and affiliates and 600 chapters worldwide. Members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. The Association works in partnership with employers to **promote excellence**. Many corporations, educational institutions, students and international affiliate organizations also belong to IAAP.

Why do administrative professionals need an association?

Joining a professional association demonstrates your **commitment to your career**. IAAP is the place where you build relationships, tap your peers' expertise, swap ideas and discuss mutual concerns. IAAP works to build a professional image of administrative professionals in the workplace and creates standards for administrative professionals for the next five to ten years. As a member of IAAP, you will **help create the future** of the administrative profession.

What is in it for me?

IAAP membership benefits include access to research findings and your annual dues include subscriptions to IAAP's award-winning magazine *OfficePro*[®], *IAAP Connections* e-newsletter, the Ottawa Chapter website (www.iaap-ottawa.org) and newsletter *IAAPulse*, the Ontario Division website (www.iaap-ontariodivision.org) and newsletter *Professionally Speaking*, the International website (www.iaap-hq.org), and much more:

- **Get Connected:** IAAP offers exceptional networking and professional development activities through its chapters and affiliate associations worldwide. You will connect with peers from virtually every type of business or service, small office or large corporation, students to seasoned professionals, in almost every geographic area. You will have many opportunities to develop close-knit relationships with colleagues who can help to answer questions and find solutions to problems you face on the job. In addition, there are numerous opportunities to sharpen your skills in event planning, public speaking, leadership, teamwork, and organizational development when you take an active role in your Chapter.
- **Keep Up With the Latest Trends:** *OfficePRO*[®] magazine, published nine times per year, contains cutting-edge information on trends in office administration, new technology, and career development. *OfficePRO*[®] keeps readers informed and up-to-date on a wide variety of workplace issues and shows you how to do things better, faster, and cheaper. With membership in IAAP, you will also have access to *IAAP Bits & Bytes* newsletter, a publication that focuses on current events in the Association, upcoming conferences and events, research findings, media coverage, member activities and *OfficePro Express*, an e-newsletter published every second week that will provide you with breaking news, helpful advice and workplace tips to help us through our busy day. This publication serves as a supplement to *OfficePRO*.
- **Enhance Your Knowledge and Skills:** IAAP's Headquarters offers member discounts on over 250 books, tapes, and other self-study materials to further your personal and professional development.
- **Earn Professional Certification:** Become certified in your chosen profession and be recognized as a top-level office administrator. IAAP's Certification is the most widely recognized standard of excellence for administrative professionals.
- **Attend Seminars, Conferences, and Special Events:** The International Convention and Education Forum, held in a different city each summer, offers a wide array of educational workshops and international networking. In the spring, IAAP's Professional Education Conference offers outstanding presenters and information you can take back to use on the job. IAAP chapters and divisions also hold regular educational events.

Who can join?

IAAP membership is open to **all persons working in an office administration** position, along with business educators, students and educational institutions. In addition, firms who support the IAAP's values and objectives may join the organization as an "Associate Member".

When does your Chapter meet?

During the “chapter year” (September through June) the Ottawa Chapter meets monthly, usually the second Thursday of the month. Each meeting begins at 5:30 p.m. with networking, followed by dinner and a professional development program with a speaker. A short business meeting closes the evening. Most meetings are completed by 8:30 p.m. Dates and locations do *occasionally* change. Please visit our website at www.iaap-ottawa.org to confirm meeting dates and locations.

The cost to attend monthly chapter meetings is approximately \$35.00. This covers the cost of your meal and the guest speaker. Please check our website at www.iaap-ottawa.org for our meeting dates and a list of guest speakers along with the details for our chapter meetings.

How much does it cost to be a member?

A Professional Membership costs \$118.00 US. The annual renewal fee for professional members is \$93.00 US. A Student Membership costs \$24.00 US (*Rates may vary depending on the US exchange rate if paid by credit card.*). **For as little as \$118.00 (less than the average cost of a one-day seminar) you will have access to professional and personal development for an entire year.**

Will I have to volunteer?

Most members find that **volunteering is the quickest route to receiving the full benefit** of IAAP membership because they grow their network faster, gain self-confidence and learn new skills such as presentation skills, event planning skills or leadership. However, volunteering is not a condition of membership.

How do I become certified?

Employers, as well as administrative professionals, will gain a new standard of excellence and validate the expanded skills and knowledge required of today’s office staff, through certification programs offered by IAAP. The Certified Administrative Professional® or (CAP®) designation will attest to your advanced competencies needed in today’s office environment.

To attain Certification, an individual must meet prescribed requirements for education and work experience and pass four comprehensive examinations for CAP. To be eligible for Certification, an administrative professional should have two to four years of work experience, depending on his or her level of college or technical education. Business educators and administrative students are eligible to write the exams. The Examination Review Guide (containing an outline, bibliography and sample questions) is available from the IAAP website (visit www.iaap-hq.org and click on “Professional Certification”) to assist in preparation for the exams which are offered semi-annually (May and November) at designated locations. An Ottawa exam site was added in May 2004.

How do I find out more?

- **Visit** the Ottawa Chapter website: www.iaap-ottawa.org, Ontario Division website: www.iaap-ontariodivision.org or International website: www.iaap-hq.org
- **Contact** the Ottawa Chapter President – president@iaap-ottawa.org
- **Attend** a monthly meeting to meet the members and get a better understanding of what it’s all about. The non-member fee for Ottawa Chapter meetings is \$40.00. To register, visit our website or contact registration@iaap-ottawa.org.

How do I join?

Contact the Ottawa Chapter Membership Chair – membership@regionalgroup.com.



Chapter Meetings

Join us at our monthly meetings where you can network and learn from our great line-up of guest speakers.

Visit our web sites:

HQ
www.iaap-hq.org

Ontario Division
www.iaap-ontariodivision.org

Ottawa Chapter
www.iaap-ottawa.org

We meet every month from September to June.

Please visit our website at www.iaap-ottawa.org for meeting dates and a list of guest speakers.

Mailing Address

IAAP Ottawa Chapter
P.O. Box 705, Station B
Ottawa, ON K1P 5P8

Telephone
(613) 860-1162



Ottawa Chapter



About us

The Ottawa Chapter was chartered in February 1965. It provides administrative professionals with opportunities for professional and personal growth.

The top five benefits to becoming an IAAP member are:

1. Professional development
2. Expanded skills portfolio including public speaking and event planning
3. New contacts in the business community
4. Networking at monthly meetings, seminars and workshops
5. Legendary IAAP friendships with like-minded professionals (vital in today's business environment)

Meet your peers, develop a network of fellow administrative professionals and forge lasting friendships.

Keep up with the latest trends through IAAP's award winning *OfficePRO*® magazine, published nine times per year. *OfficePRO*® keeps readers informed and up-to-date on a wide variety of workplace issues and shows you how to do things better, faster, and cheaper. With membership in IAAP, you also will have access to *IAAP Connections* newsletter, a publication that focuses on current events in the association, upcoming conferences and events, research findings, media coverage, and member activities. *OfficePro Express*, an e-newsletter published every second week will provide you with breaking news helpful advice and workplace tips to help you through your busy day.

2011 - 2012 Ottawa Chapter Program Schedule

September 8	Going the Distance Janet Yale, Scouts Canada
October 13	Leadership in Tough Times General Rick Hillier www.generalhillier.com
November 3	Information Night WRECK-reational Complaining David Picard, City of Ottawa
December 8	Social Media Lisa Larter Lisa Larter Consulting
January 12	Personalities as Predictors Bill Caswell Career Coaching International www.caswellccc.com
February 9	Listen to the Whispers / Knowledge is Power (Ovarian Cancer) Keltie Purcell
March 8	Grace Under Pressure Muriel Lamarche IAAP Member
April 12	Microsoft Comparison - Versions 3, 7 and 10 Désirée Zalatan CompuEase www.compuease.ca
May 10	Charisma, Credibility and Confidence Rhonda Scharf www.on-the-right-track.com
June 14	Annual General Meeting

Why IAAP?

Joining a professional association demonstrates your **commitment to your career**. IAAP is a place where you build relationships, tap your peers' expertise, swap ideas and discuss mutual concerns. IAAP works to build a professional image of administrative professionals in the workplace and creates standards for administrative professionals for the next five to ten years. As a member of IAAP, you will **help create the future** of the administrative profession.

Certification

In today's ever-changing business environment, you need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go. IAAP offers the Certified Administrative Professional® (CAP®) rating. Exams are currently offered twice a year, May and November.





Attention Employers

~ please read this ~



You put time and effort into your organization and yourself, but what about your administrative staff? They are big contributors to the bottom line of your company! Invest in your admins by introducing them to IAAP.

Why? What's in it for you, the Employer?

The International Association of Administrative Professionals (IAAP) is a not-for-profit organization, the voice of the administrative professional, with close to 27,000 members and 600 chapters world-wide. Our purpose is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective at a very affordable price.

- IAAP members receive 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 information on research trends to ensure admins' skills remain current.
- Save time and money – When seeking ideas and know-how for a specific project, IAAP members don't often have to reinvent the wheel. They can call on the support of their peers and/or headquarters for advice and for direction on available resources, often saving organizations valuable time and money.
- Members receive affordable leadership training and experience that builds their confidence and teamwork skills.
- IAAP members are better-prepared, front-line “ambassadors” for their employers. Having knowledgeable professionals on staff reflects well on your business or service.
- Workers experience professionalism first-hand and aspire to greater professional heights.
- Builds a team spirit among admins across departments and facilities.
- Maximum bang for the buck with minimal cost -- access to current business research, targeted publications, selected study materials, certification programs, and more.
- Opens communication between management and administration, producing better work relationships.
- Raises admins to a professional level that serves all corporate team members well (managers and other professionals perceive admins in new ways...may also help in delegating more work to admins as they are seen as capable professionals).

- New feelings of self-worth and competence empower admins to tackle more (and more difficult) challenges instead of waiting for assignments...it helps managers get more done with the confidence it is being done right.

These are just a few (truly) examples of what is to be gained from associating with a professional organization.

Encourage your administrative staff to join IAAP and experience all our association has to offer.

"My administrative assistant's involvement with the IAAP can be credited with bolstering her career through increased self confidence, improved skills and abilities and heightened awareness of our corporate needs. As a result, our organization boasts excellence in administrative support, improved working relationships and increased ability to recruit top notch administrative professionals."

— S. Corbeil, V.P. External Relations and Communications, CFI, Ottawa ON

"My Administrative Assistant's involvement as an active member and regional officer in IAAP has not only helped her grow as a person and a professional, it has also had a profound impact on my whole business unit. As she has encouraged all of my managers' Administrative Assistants to take advantage of some of the developmental material and seminars offered through IAAP, the whole administrative team has strengthened and coalesced as a team. This unity has had positive results with respect to improvements in efficiency and cooperation across all areas."

—J. Hughes, Director, Aircraft Carrier Engineering, Northrop Grumman Newport News

"Through her involvement in IAAP, my administrative professional has not just broadened her knowledge of fundamental office skills but has grown in her knowledge of basic business concepts and skills. IAAP has been one of the best investments I could have made. It is the most cost effective fringe benefit that any employer can provide to the administrative professional. My firm has realized many times more than the cost of dues and a professional development allowance in increased efficiencies, morale and enhanced capabilities."

—R. Urffer, Jr., President, MidAtlantic Insurance Consultants, Ltd., Eters PA

For further information on IAAP and the Ottawa Chapter, please contact:

president@iaap-ottawa.org or
membership@iaap-ottawa.org

IAAP Ottawa Chapter: www.iaap-ottawa.org
IAAP Ontario Division: www.iaap-ontariodivision.org
IAAP Headquarters: www.iaap-hq.org





Changing The Workplace, One Admin At A Time

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

-IAAP Mission Statement

Membership in IAAP gives you the support you need to advance your career. We offer three types of membership.

Professional: You're currently employed (or were within the last two years) as an administrative professional or a holder of the CPS and/or CAP rating or an employed teacher of business education.

Student: A student enrolled in business education (four years max as a student member)

Associate: An individual, firm or educational institution that sustains the objectives of IAAP. For business or institution provide the name and address of contact person.

To find out more about joining a chapter and division, visit the website at www.iaap-hq.org/aboutus and click "Chapter Locator" on the left. Or e-mail membership@iaap-hq.org.

When you join you'll receive:

- *OfficePro* Magazine
- Access to IAAP's Web Community
- Discounts on Training, Education and Conferences
- Leadership Development
- Online Resources
- Networking
- Professional Certification Opportunities
- Electronic newsletters

You'll also receive personal support with other administrative professionals who can celebrate with you in the victories at work and give you advice during the difficult times. Join IAAP and impact your workplace and your career.

Fill out this membership application or join online at www.iaap-hq.org/join.

