



www.iaap-centralarkansas.org
Central Arkansas Chapter

Central Arkansas Chapter
International Association
of Administrative
Professionals

The mission of CAC IAAP
is to provide opportunities
for our members to
CONNECT, EDUCATE,
and GROW
as professionals.



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We're on the web!
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Greetings from the President

Happy Administrative Professional Week

The Magic of a Thank You

A handwritten personal note can have an enormous impact. Even a brief comment can show how much we care and can make a vital difference in the lives of family, friends and business associates. In fact, a simple thank-you can be a powerful tool for smooth relationships and career success. Expressions of appreciation not only bring joy to the receiver, but also provide several benefits to the giver.

All of us like to receive thank-you notes. The thoughtfulness that lies behind such a gesture expresses more than just gratitude; it also uplifts the recipient. A written thank you proves to a person that his or her efforts are valued and recognized, which enforces the desired behavior.

"A thank-you note expresses appreciation and respect, both of which are powerful ways to strengthen the bond between friends and loved ones. Upon receiving a thank-you note, the individual feels valued and the relationship is enhanced". Just think of how you would feel to receive written recognition for the good that you do.

A source of encouragement – After you attend a speaking engagement, send a thank-you note. If you respond to a speaker's presentation with thoughtful comments, you prove that you understood his or her message.

To write a sincere and encouraging thank-you note, be optimistic. Any negative comments will counteract the positive power of the note. Include key points to help personalize the note. For example, when writing to a speaker, highlight points from the speech that you consider unique and meaningful. This will make the recipient feel special and will encourage him or her to speak at future engagements.

"Handwritten thank-you notes are extremely powerful. I get more feedback if I respond to individuals with a personal handwritten note than if I write a generic computer-printed note"

When you consider who to send your notes to, remember all the people who have helped you along the way. "Most people do things with no intention of recognition,

Linda Myers
2011-2012 CAC IAAP President
Central Arkansas Chapter
Chapter of Excellence



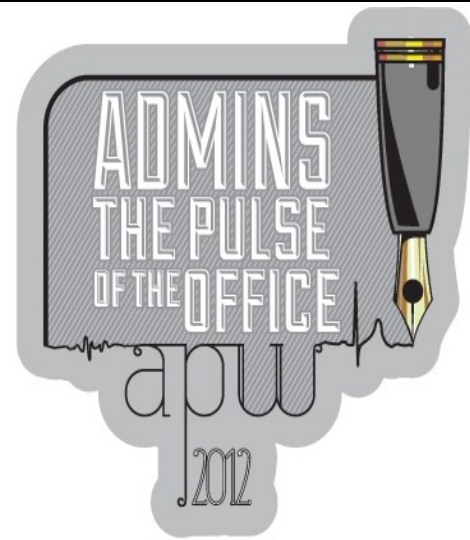
but when their actions are recognized by a simple thank you, that is payment enough," Often times it's those "little people" who make your success possible.

The benefits resulting from your thoughtful gesture far exceed the efforts required to write the note. In addition to helping you achieve greatness, expressions of gratitude remind us of our blessings. "It's all about attitude-an attitude of gratitude. Writing thank you notes helps you develop a habit of being grateful for anything. Gratitude unlocks the fullness of life. It turns what we have into enough and more"

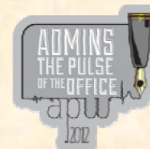
This is part of a leap to being remarkable.

"The price of greatness is responsibility".

Winston Churchill



Administrative Professionals Week 2012 Event



www.iaap-centralarkansas.org
Central Arkansas Chapter



International Association of Administrative Professionals®

Tuesday, April 24th 9:00 a.m. - 2:30 p.m.

Arkansas Electric Cooperatives Building
Presented by the Central Arkansas Chapter of the
International Association of Administrative Professionals

Lunch

Keynote Speaker

Workshops

Register Now!

Doorprizes



Contact person: Shea Cantabery – 501-570-2496 Shea.Cantabery@aecc.com
(I-30W, Exit Scott Hamilton Rd., Turn Left, Pass Hotel, Turn Right on Cooperative Way)

OFFICETEAM®

Specialized Administrative Staffing

A Robert Half Company

I Think My Child Would Be Perfect For the Job!

Tips for determining whether you're acting like a helicopter parent

Congratulations! The day you've been anxiously anticipating has finally arrived; your son is graduating from college! But as the last strains of Pomp and Circumstance fade away, you are seized with a paralyzing notion: what if he can't find a job?

Suddenly, your dreams about the sailboat you can now afford are replaced with nightmares about your son moving back home and planting himself in front of the big screen TV you also intend to buy. Your first instinct is to be proactive. After all, you've always managed to make the way a little smoother for him, so it's only natural you'd want to help with a job search.

Parents can be a valuable resource for their budding employment seekers, bringing experience and wisdom to the table. But problems can occur if you become overly aggressive and attempt to act more like an agent than a mentor. "Helicopter parents," as they're sometimes called, can hover too closely, hindering their child's chances at getting hired. Following are some tips to keep you cruising at a comfortable altitude:

Do offer to read your child's cover letter and resume to provide feedback and give suggestions.

Don't write it for her; an employer can get a more accurate indication of who your child is if he's reading something she wrote herself.

Do practice interviewing with her. Coach her on things like how to answer questions and what she should wear.

Don't go to the interview with him. The sight of parents in the reception area giving thumbs up is a red flag for employers.

Do give advice about when to make follow-up phone calls or inquiries.

Don't have any contact with a potential employer. Your child's resume will end up at the bottom of the stack if you call the hiring manager and ask when she can expect to hear something.

Do keep your eyes and ears open for potential leads.

Don't practice your tech savvy skills by requesting information for your child on an employer's Face Book page. Inquiries should be posted by the job candidate only.

Do offer to be involved. You can be a valuable source of support and encouragement.

Don't let your fear of your child not finding a job and boomeranging back home cause you to cross the sidelines onto the playing field. You just might end up costing her the game.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job

search services at www.officeteam.com.

Help Us Celebrate 70 Years!

In celebration of IAAP reaching its 70th anniversary, we're offering administrative professionals a special price when they join the association as a new member. From now until December 31, 2012, new members can join IAAP at the chapter, division and international level—all for one \$70 price. Don't put it off. Join today to take advantage of the world's best networking and education for administrative professionals. To participate in the promotion, signup online or join using the printable [70th Anniversary Membership Form](#).



CAC Presents: *Save the date!*

*Rockin Around
in Little Rock!
The Clocks*

June 7 - 10, 2012
Hilton-Garden Inn

Contact: Teresa Tidwell / ttidwell@arkbluecross.com



One, Two, Three O'clock, Four O'clock rock,
Five, Six, Seven O'clock, Eight O'clock rock,
Nine, Ten, Eleven O'clock, Twelve O'clock rock,
We're gonna rock around the clock tonight.

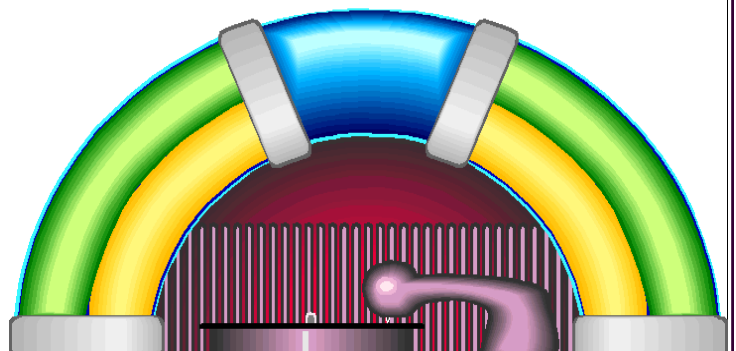
Come to Little Rock in June twenty-twelve
Bring your family and bring yourself.
On Thursday night, we'll have some fun,
We'll hop and bop til the day is done.
We're gonna rock, gonna rock in Little Rock, that's right.

On Friday morning, we'll take a ride,
Cruise the town and eat a bite;
Friday afternoon, we'll go to class,
Then we'll bop some more and move our ____
We're gonna rock, gonna rock in Little Rock, that's right.

On Saturday we'll learn more stuff,
When we vote, Robert's Rules we'll buff;
Come Saturday night, we'll wine and dine,
Clap our hands, and we'll all feel fine.
We're gonna rock, gonna rock in Little Rock, that's right.

It's Sunday morning, and we're all packed up
Make some coffee, cuz we'll need a cup
Then we'll all head home, don't shed a tear,
Just wave goodbye, cuz it's oh so clear;
We're gonna rock, gonna rock in Little Rock, that's right

Thanks for joining us, we'll see you there,
Save the date so you won't be square;
We're gonna rock around the clock tonight,
We're gonna rock, rock, rock, 'till broad daylight,
We're gonna rock, gonna rock in Little Rock, that's right.



2011-2012 MEMBER OF EXCELLENCE CRITERIA

Revised to take effect for 2011-2012 IAAP Year:

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011:

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e., CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form.
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points.)
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

We hope each of our chapters and all of our members are participating in A-O Division's Pathways to Excellence programs for 2011-2012. You will find the criteria for Chapter of Excellence and Member of Excellence in [A-O's P2E RESOURCE LIBRARY](#), along with the application forms for you to complete. **Applications are due by May 31** to [A-O's P2E Liaison Cheryl Cook, CAP-OM](#), and awards will be presented at the 2012 Division Annual Meeting. C'mon, we know you're LEAPING TO REMARKABLE.

Arkansas-Oklahoma Division Committee on Nominations

The call for nominations for two positions on the divisional level was sent to all Central Arkansas Chapter of IAAP members from your Chapter President, Linda Myers. The notice was sent on February 2, 2012.

If you are interested in "Making the Leap to Remarkable" in IAAP leadership, please give consideration to these positions. Please read the qualifications or contact any A-O Division Committee on Nominations members if you have questions.

Positions Open for Nomination Are:

President-Elect Secretary

Chair - A-O Division Committee on Nominations

Carolyn Rufus, CAP

Fax - 501-301-3438

E-mail - clrufus@arkbluecross.com

Janet Griebel, CAP/CTM

Fax - 918-352-4522

E-mail - janetg@centraltech.edu

Linda Hunter

Fax - 501-301-3438

E-mail - lhunter@arkbluecross.com

Thank you for "Making the Leap to REMARKABLE" and supporting the A-O Division of the International Association of Administrative Professionals® (IAAP) through leadership.



Grapevine 2012—Be There

You talked, we listened. You told us that more education is what you wanted and now you have it. IAAP is offering 28 hours of education at EFAM in 2012, a nearly 20 percent increase over the previous year. The **2012 Education Forum and Annual Meeting** features more education and three keynote speakers: Southwest Airlines President Emeritus and former admin Colleen Barrett; Olympic gymnastics champion Karri Strug; and comedian Ross Shafer.

If you aren't involved in the business of the association, we're offering two tech sessions to attend instead—all included in the price of your full registration. We have a bit of fun planned, too, with the ever-popular Evening of Welcome. We're also lining up better-than-ever Trips and Tours for those off hours.

We are excited about EFAM this year.