

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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CAC IAAP
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[www.iaap-
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T O P Today's Office Professional

A publication of the Central Arkansas Chapter of IAAP

Newsletter Editor - Theda Henderson — theda.henderson@aecc.com

Volume III, Issue III

December 2011

Greetings from the President

Merry Christmas and Happy New Year to the Central Arkansas Chapter (CAC)

What a wonderful time of the year!

Christmas is the birth of Jesus Christ which happened over 2,000 years ago. Tradition has been passed down from generation to generation and so forth. This is the time to be with family and friends during this wonderful holiday season.

Christmas is forever, not for just one day, for loving, sharing, giving are not to be put away like bells, lights, and tinsel in some box upon a shelf. The things you do for others start with you, it is the good that will last all through the year.

The gifts of time and love are surely the basic ingredients of a truly Merry Christmas. So as the snowflakes fall, the temperature will drop, may love keep you warm and lift your spirit.

Today, at Christmas time, we should remember that everybody has Christmas cheer and somewhere in the world there are people who have little to be thankful for. It is also a good time to remember the fallen soldiers from both sides of the war who gave their lives in honor for this country.

Finally, remember Carolyn Rufus in your prayers on the death of her sister from cancer during the holiday and in the New Year.

Enjoy your holiday!

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



Next Chapter Meeting

Wednesday, January 18, 2012

11:30 a.m.—1 p.m.

Details: TBA





Specialized Administrative Staffing

A Robert Half Company

Relocating for Work: What Would It Take?

Uprooting your life for a position in a new city is a huge endeavor. Whether you've accepted a job offer with a new company, or a position within your current organization, it's important to consider what factors would make a move worth the effort.

These include:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-one percent of executives polled in a survey by our company said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings and cultural events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.

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.

IAAP Research & Education Foundation

Advancing the careers of administrative professionals through research, education and publication initiatives that enhance their professional development.

EFAM Scholarship Calendar:

Oct. 1, 2011 — Begin taking applications

Jan. 31, 2012 — Application deadline

March 31, 2012 — Scholarship award recipients chosen

July 22-25, 2012 — 2012 EFAM, Grapevine, Tex.

About R&E Scholarship Program

From its earliest days during World War II, IAAP has been dedicated to helping admins reach and remain on the professional cutting edge by increasing their skills with the best techniques and technology. That mission is even more important today.

During this uncertain economy, jobs have been slashed and companies are spending less to train employees. At the same time, administrative professionals are taking on more work and having to learn an ever evolving array of new office tools and techniques. Professional development is essential if admins are going to stay viable in the workplace.

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.

<http://www.iaap-hq.org/about/refoundation>

ADMINISTRATIVE PROFESSIONALS DAY

The theme for the 2012 Administrative Professionals Day® is: **“Admins, the pulse of the office.”**

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins are the pulse of the office.

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

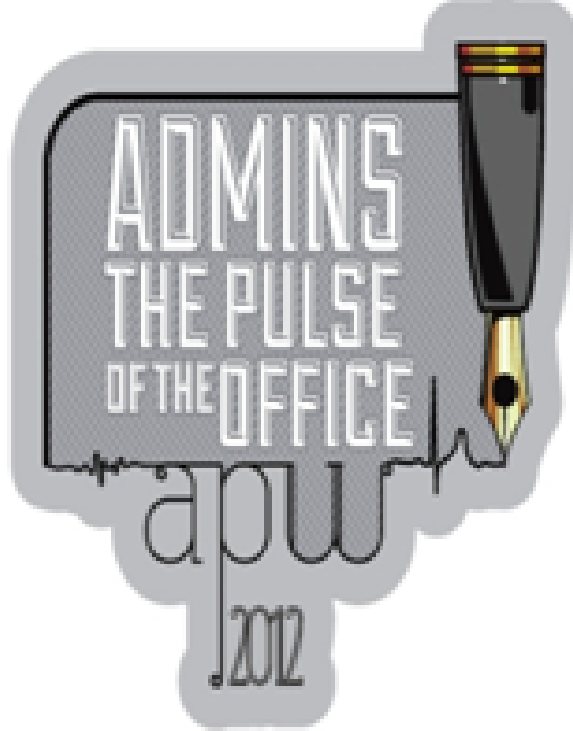
In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2012, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25.

Administrative Professional's Week Event 2012



We are so excited about the APW Event in 2012! Already, we have a great line up of guests and developmental sessions including a presentation from former Miss Arkansas Katie Bailey, that will make for a fun and informative event. Mark your calendars for Tuesday, April 24th and don't miss this valuable opportunity to network with fellow admins and to grow in your profession.

Registration details soon to come at www.iaap-centralarkansas.org.



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

