

## About IAAP

The International Association of Administrative Professionals® (IAAP) is the world's largest association for administrative support staff, with nearly 600 chapters and over 40,000 members and affiliates worldwide. For over 66 years, the Association has provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.



The Association works in partnership with employers to promote excellence. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.



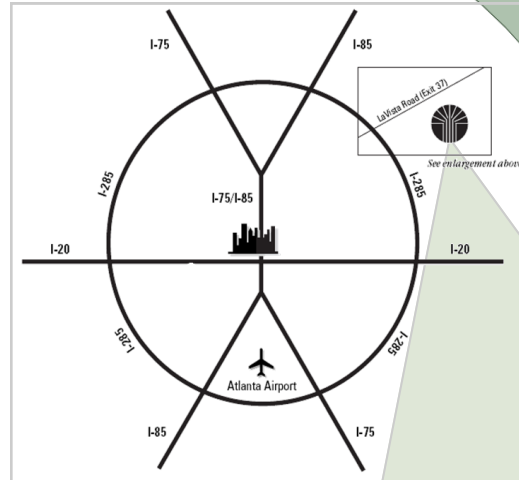
*Turning Jobs  
Into Careers*

International Association of  
Administrative Professionals®

### Enhancing the success

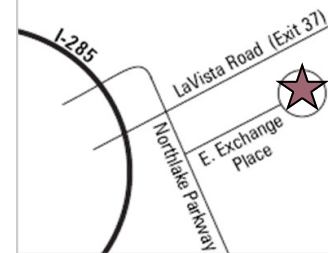
of career minded administrative professionals by  
providing opportunities for growth through  
Education, Community Building and  
Leadership development.

## Map & Directions to the CRC Board & General Meetings



### Directions to the CRC location for General and Board meetings:

Oglethorpe Power Corporation  
2100 East Exchange Place  
Tucker, GA 30084  
770-270-7600  
[www.CherokeeRose.org](http://www.CherokeeRose.org)



Take I-285 to the LaVista Rd exit. Travel East to Northlake Pkwy. Make a RIGHT onto Northlake Pkwy. At the first traffic light, take a LEFT onto East Exchange Place. Follow the road to the end of the roundabout. Enter the Oglethorpe Power Corporation's Headquarters.

**Front Entrance Security:** Members and visitors commuting to the meeting must check in at the Guard Station. Advise the guard that you are here for a Cherokee Rose meeting. The guard will issue you an access card and direct you to park in the Visitor Parking Lot (free parking).

The access card will also be used to obtain entry into Building One, where you will sign in with the receptionist. A Cherokee Rose member will be called to escort you to our meeting.



*A Rose is just a Rose,  
but a Cherokee Rose is a Winner!*





## About Cherokee Rose Chapter

### Who Are We

Cherokee Rose Chapter (CRC) chartered on November 29, 2001 with 21 charter members. Members are administrative professionals from companies in Tucker, Georgia, and several surrounding cities.

### Where Are We

CRC is located in Tucker, Georgia, covering DeKalb County and the surrounding areas. We are one of 19 chapters in Metro Atlanta and one of 30 chapters in the Georgia Division of IAAP. Georgia Division is in the Southeast District, one of six districts in the Association. IAAP also recognizes chapters in 36 countries around the world.

### What Are We

The first DeKalb County Chapter to offer members the opportunity to reap the many benefits of membership in IAAP coupled with the convenience of a **lunch time meeting**.

### What We Do

CRC offers an accelerated, weekend certification review course that prepares participants for the Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) designations (future Certified Organizational Management piece).



Find us on Facebook and LinkedIn - Cherokee Rose Chapter. Or use your smartphone on the QR Code (on right) to be directed to our website.



[www.CherokeeRose.org](http://www.CherokeeRose.org)



## 2011-2012 CRC General Meetings & Special Events

Date	Topic/Event
Jul. 30, 2011	CRC Board Retreat
Aug. 22, 2011	Meet the 2011-2012 CRC Board
Sept. 15, 2011	Keys to Successful Project Management for Administrative Professionals by Teresa Durham, PMP, CSM
Oct. 19, 2011	Boss's Day Celebration Operation Innovation by Tony Chapek
Nov. 17, 2011	CRC 10th Anniversary Luncheon Fall One-Day Educational Seminar (Location TBD)
Dec. 15, 2011*	Closed Meeting - Holiday Event
Jan. 19, 2012	Kickoff for 2012: Make an IMPACT with IAAP by Georgia Division Officers
Feb. 16, 2012	Avery Meeting By Avery Representative
Mar. 15, 2012	Spring One-Day Educational Seminar More Details Under Separate Cover
Apr. 20, 2012	Administrative Professionals Week Celebration Presentation—TBA
May 18, 2012*	Closed Meeting - Election of Officers
Jun. 15, 2012	Awards and Installation of Officers

Note: (\*) denotes a Closed Meeting - Open to CRC Members Only.

CRC General Meetings are held monthly - every third Thursday from 11:30 am - 1:00 pm (unless otherwise noted). There is no fee to attend the meeting (unless specified on meeting announcements).

**Lunch:** \$9.00 (or as specified), or bring your own. If you have any dietary restrictions, please inform us beforehand. You must specify if you would like to include a lunch. **An RSVP for Lunch is a Commitment To Pay!**

Make plans to attend our next meeting! RSVP to [vlirby@yahoo.com](mailto:vlirby@yahoo.com).

## At The HELM of making the Leap to Remarkable 2011-2012 Cherokee Rose Chapter Officers



### Contact the CRC Officers

President Linda Parrish, CPS/CAP  
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Secretary Vivian Irby, CAP  
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