



**International Association of
Administrative Professionals®**
Greater Will County Chapter

BUSINESS PLAN

**ADOPTED
OCTOBER 2010**

Committee Members
Deanna Brown, CPS, Chairman
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Together We Can Do More

GREATER WILL COUNTY CHAPTER IAAP® BUSINESS PLAN

Chapter members working together and sharing the workload become a team by practicing the RACI principle:

RESPONSIBLE

Projects need to be accomplished efficiently, effectively, and professionally with quality. Everyone shares in the success of the project.

ACCOUNTABLE

*Goals should be clear, manageable, and achievable.
A commitment to the project should be made.
Results should be reported to the chapter.*

CONSULT

Communicate and connect with members and exchange valuable information and ideas.

INFORM

Information, positive or negative, needs to be shared to learn, grow, and move forward.

MISSION STATEMENT

Greater Will County Chapter, International Association of Administrative Professionals®, is a talented, diverse group brought together to be the acknowledged leader in the recruitment, retention, education, and advancement of its members.

Together We Can Do More

VISION STATEMENT

To inspire and equip all administrative professionals to attain excellence.

CORE VALUES

COMMITMENT

- *Accountability*
- *Dedication*
- *Involvement*
- *Keeper of the Vision*
- *Responsibility*

RESPECT

- *Compassion*
- *Courtesy*
- *Tolerance*
- *Trust*

COMMUNICATION

- *Humor*
- *Networking*
- *Openness*

ADAPTABILITY

- *Positive Change*
- *Nurture Diversity*
- *Creativity*
- *Visionary Thinking*

INTEGRITY

- *Ethical Behavior*
- *Honesty*
- *Pride*
- *Quality*

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Goals Statement

LEADERSHIP

To provide both prospective and current members with the information and guidance they need to develop leadership skills. To achieve this, our strategy will be:

Strategy Steps	Responsibility			
	Board	Officer(s)	Committee(s)	All Members
<i>Improve the mentoring program for all members</i>	X		<i>Membership / Mentoring</i>	
<i>Review having quarterly member orientation programs</i>	X		<i>Membership</i>	
<i>Work towards a successful succession plan</i>	X	X	X	X

Goals Statement

RECRUITMENT/RETENTION

To provide both prospective and current members with the information and guidance they need. To achieve this, our strategy will be:

Strategy Steps	Responsibility			
	Board	Officer(s)	Committee(s)	All Members
Clearly communicate value of IAAP membership	X		Membership	X
Work for a gain of 12% in membership annually.	X		Membership	X
Hold recruitment IAAP meetings	X		Membership	X
Research publicity tools and avenues	X		Publicity/ Membership	
Improve our mentoring program	X		Membership / Mentoring	
Focus on membership tracking	X	Treasurer	Membership	
Utilize the IAAP web community and other social networking media to promote the chapter	X		Webmaster	X

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Goals Statement

ENRICHMENT

Through our enrichment efforts, we will provide opportunities for the education and development of our members. To achieve this, our strategy will be:

Strategy Steps	Responsibility			
	Board	Officer(s)	Committee(s)	All Members
Provide relevant programs and offer recertification opportunities	X	Vice President	Education and Program	
Encourage attendance and participation at seminars/workshops, i.e., International and Division meetings	X	President		X
Recognize achievements of members	X		All Committee Chairmen	
Become a Chapter of Excellence with all members being Members of Excellence	X	President	All Committees	X

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Goals Statement

INFLUENCE WITH MANAGEMENT AND WITHIN THE COMMUNITY

Through our involvement in the community and with management, we will gain recognition as a premier organization. To achieve this, our strategy will be:

Strategy Steps	Responsibility			
	Board	Officer(s)	Committee(s)	All Members
<i>Maintain involvement in community activities to promote IAAP</i>	X		<i>All Committees</i>	
<i>Review the possibility of joining the Chamber of Commerce</i>	X			X

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Goals Statement

FINANCIAL STABILITY

Through responsible fiscal management, we will ensure adequate funding of chapter events. To achieve this, our strategy will be:

Strategy Steps	Responsibility			
	Board	Officer(s)	Committee(s)	All Members
Educate each member to take monetary responsibility for the chapter's success	X	Treasurer	All Committees	X
Seek corporate sponsorship wherever possible	X	Treasurer	All Committees	X