

May 2012

WE'RE ON THE WEB!
[SE Wisconsin IAAP](#)

SE Wisconsin Chapter IAAP

The Commentary

2011-2012
SE Wisconsin Chapter
IAAP Board

Officer's Message

By: Heidi Hoefler, CAP, SE WI Chapter President

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Hello Chapter Members. We have a busy schedule ahead of us for May and June with the election of new board officers, winding up the chapter year, new member orientation, and installing new committee members to help our chapter grow and become stronger for 2012-2013.

We need YOU to help run the chapter. Invest in yourself and make time once a month to spend 3 hours building on your professional career. Being an administrative assistant is not a job, it is a CAREER. The following is from Tom Denham about [Job vs. Career](#) and the article can be found [here](#).

Job

A job is a position with specific duties and responsibilities that are regularly performed in a particular place in exchange for payment either on a full-time or part-times basis. It can also be viewed as an agreement between an individual and an employer for an expected completion of a set of tasks in return for wages.

All jobs have several components: 1) a group of tasks to be performed, 2) a population around which the tasks are oriented, 3) a particular kind of organization in which these tasks are to be performed, and 4) a set of skills in order to perform the tasks. Education or training may or may not be required. Frequently, people hold jobs because they don't have the training or education necessary to enter a particular career, but jobs can sometimes turn into careers.

A job is a paid position of employment that is frequently a means to an end. The purpose is to earn money for something else (i.e. family, travel, school, hobbies, etc.). A job can be routine, boring and uninspiring. It can also lack creativity and flexibility. Unlike a career, a job is often short-term. As a result, there is no significant long-term attachment to a job in most cases.

Career

A career is one's occupational history. A career is a sequence or string of jobs performed around the same field that an individual acquires during a lifetime or a particular phase of life. It is profession where training or education are necessary. A career is a series of deliberate job choices that strategically build on your experiences and advances your skills and knowledge. *(continued on next page)*



International Association of
Administrative Professionals®
SE Wisconsin Chapter

Officer's Message (continued from page 1)

Jobs can be looked at within the context of a larger career. A career is a collection of “jigsaw job pieces” that when put together form a completed puzzle. A random assortment of unrelated jobs do not constitute a career. You apply to a job, but not an occupation or career. An employer gives you a job, but it is up to you to take your occupation and design your career. You don't build a job or occupation; you build a career. A career requires taking more initiative than a job, and it means you want more than just a paycheck. Your earning potential is often higher in a career than merely a job. People who have careers view them as a pursuit of ambition and the progressive realization of goals.



A career always starts with a job first, then it becomes a process that builds over time. A career is often something that interests you and more fully uses your abilities and talents to reach your aspirations. Considered one's lifework, a career is a path that affords you a way to earn money with opportunities for advancement for the long-haul. Having a satisfying career involves innovation, risk-taking, courage, persistence and most importantly patience. It takes energy and effort.

A career change can be a long and time consuming process. It may take more time than you initially expect. It means a significant shift in the major tasks performed, type of setting and nature of content. A career change requires some transitional steps such as additional schooling or coursework, internships, volunteer experience, consulting, part-time work or a lower level job within the new environment. Frequently, a loss of salary is involved. Only you can decide whether the sacrifices are worth the ultimate gain. Often, they are.



Your success in a career will be measured by your willingness to embrace challenges and change with a view toward finding solutions to problems. Developing a host of transferrable skills will enhance your marketability and enable you to take advantage of and enjoy new and varied opportunities. Your satisfaction will be impacted by how closely the many roles you assume match your values, interests, personality traits and skills.

Take charge of your CAREER and become actively involved with IAAP. We meet the first Thursday of each month at 6 p.m. Watch your email Inbox for chapter news and updates -- this is the most cost effective way to communicate.

Consider chairing or helping with one of the committees and build on your skills. Contact Christina Miller, Vice President, about how you can help. Her contact information is cmi11er@live.com.

I wish you much success and growth with your career as an administrative assistant.

Dinner & Annual Meeting and Election of Officers



THURSDAY JUNE 7, 2012, 6:00 PM

Special Guest: Wisconsin Division Secretary Nancy McCulley, CAP



Stress!

Projects!

Deadlines!

Reports!

To do lists!

How will I ever get it all done?

Take a break and join us at **The Chancery** for an evening of good food, relaxation, and networking with other administrative professionals. Call or email Sandy Weber by June 5 to reserve your place. See you soon!

Email: webers@gtc.edu

Phone: 262.564.2750

Chancery
207 Gas Light Circle
Racine, WI 53403
[Click here to view menu](#)



FROM YOUR 2011/12 CHAPTER BOARD

Your 2011-2012 Board for the SE Wisconsin Chapter IAAP wishes to thank our members for the support you have given the chapter this year. With your membership dues, your support in attendance, and your activeness in the Nut Sale to mention a few, you helped us move closer toward achieving our mission in being a Chapter of Excellence for the 2011-2012 year. Congratulations to each of you! We look forward with you to a prosperous year ahead.

Heidi Hoefler CAP, President

MaryBeth Kallio CAP-OM, Treasurer

Christina Miller, Vice President

Muriel Andersen CAP-OM, Secretary



SE WISCONSIN CHAPTER OFFICERS

Our annual chapter meeting will be held on Thursday evening June 7. At that time we will elect new officers for the 2012/13 chapter year. Following is the slate of officer candidates for the 2012/13 chapter year. According to our bylaws, nominations may also be made from the floor prior to the election, provided nominees have consented to the nomination and their qualifications are given at the time of nomination. Nominations from the floor must receive two seconds.

Nominated Slate of Officers for 2012/13:

- * President: Christina Miller
- * Vice-President: [No current candidate](#)
- * Treasurer: MaryBeth Kallio CAP-OM
- * Secretary: [No current candidate](#)



Candidate for Treasurer MaryBeth Kallio CAP-OM

I would like to submit my nomination to represent SE WI Chapter as our 2012-13 Treasurer. Currently, I am this year's chapter treasurer. I believe I have the qualifications to continue the treasurer's responsibilities. Not only have I served on the audit committee (2010-11, 2009-10, 2008-09), I have served as secretary, president for two years, hostess, and membership committee. My membership with IAAP started in the spring of 2007. I have been employed with United Way of Racine County since 2006. I

am prepared to begin the new chapter year with the duties and responsibilities of treasurer.



Candidate for President Christina Miller

I would like to submit my nomination to represent SE Wisconsin Chapter as our 2012-13 President. Currently, I am this year's Vice President. I believe I have the qualifications to move up to the President's responsibilities and fill this need for the coming year.

Not only have I served as the Vice President (2011-12), I have also served as the Treasurer for two years prior (2010-11, 2009-10). Additionally, I have been actively involved in the chapter as one of the Webmasters during the second half of this year (2012), hostess for one year (2008-09), and the APD committee for two years (2011 & 2009).

My membership with IAAP started in the fall of 2004. I have been employed with St. Andrew Lutheran Church since 2008. I am prepared to begin the new chapter year with the duties and responsibilities of president.

I thank you and am grateful for the opportunities of service that I have had these past three years, and I look forward to serving you with my best foot forward next year as well. Thank you.

NEW CHAPTER WEBSITE (continued)

Coming Soon... a new look to the SE Wisconsin Website!

New features for easier and faster use!

> Reformatted pages

Ready for a new look?

- New page layout
- New headers
- More links
- Member Spotlight
- We have pushed the bill and brought video feed to our Home page!



Member Spotlight



I have been an instructor in the Administrative/Office Assistant programs at Gateway Technical College, Racine Campus, since 1995. In 2002, the local IAAP chapter president at that time spoke to one of my classes; I, along with several students, joined that year.

It has been a delight for me to have had the privilege of being acquainted with such a very fine group of administrative office

Inside IAAP



> Facebook ready

- Now you can go to our Facebook page with just one click
- "Like Us" on Facebook



> Improved search

- Organized menus for quicker searching

NEW CHAPTER WEBSITE

- Charitable Organizations
- Member Recognition
- Committees

> New *Members* tab

(Must be logged in to gain access)

Get all the member resources in a snap.

Ever wanted to see our treasurer's report, but couldn't make it to a meeting?

- New documents viewable for logged in members only
 - Budget - Current Year
 - ByLaws
 - Minutes (Chapter and Board)
 - Reimbursement Form
 - Strategic Plan
 - Treasurer's Report



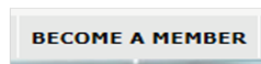
> New *Meetings* tab

- Chapter Meetings
- Yearly Chapter Mtg Schedule

> New *Become A Member* tab

Now we offer two ways on our site for people to sign up for membership!

- Clicking on Membership Form button to form fill out and print for mailing
- Clicking on a link to Headquarters "Join Us" page



> More coming soon!

Want to know what the latest free Webinars that HQ's is offering?

- We will be creating a link to take you directly to that page!
- IAAP News feed hyperlink to be added

Visit us at www.iaap-sewisconsin.org today!

THE ART OF INTERVIEWING

For those of you who missed the November 2011 chapter meeting, our speaker, Nicole Francis, was interviewed on the topic of “The Art of Interviewing.” Nicole is one of Manpower's top U.S. Permanent Placement Recruiters specializing in matching top talent with companies in Milwaukee.



Interviewing is a critical skill that job seekers need to master to demonstrate they are the most suitable candidate for the job. Premised on the idea that past behavior predicts future behavior, employers are increasingly using behavioral interviewing techniques to evaluate candidates. But what is a behavioral interview? How does it differ from a traditional interview? Join us as our expert guests discuss what employers seek in behavioral interviews. Learn how to prepare for these questions and gain practical advice from our experts.

Go [here](#) to listen to the entire interview.

THE EVOLUTION OF THE SECRETARY

One of our fellow IAAP members, Kemetia Foley (pictured at right), was recently featured during Administrative Professionals Week in an article for [US News & World Report](#). Ms. Foley is employed at American Staffing Association as a Finance and Customer Service Coordinator in Alexandria, VA. This is a great article telling about the benefits of membership in IAAP and includes a few tips that you may be able to use also!



LOYALTY—WHERE ART THOU?

by Nan Demars, president of Executary Services and former IAAP International President

Your Ethical Priority Compass®

Take care of yourself: Protect yourself from illegal, financial, immoral and even emotional harm by not participating in any unethical behaviors. In addition, stay true to your own morals and standards.

Take care of your company: Ethically, your organization deserves your loyalty because it has provided you with your livelihood. Also, remain true to your company's Code of Ethics and/or Mission Statement. These two pieces of paper can be your touchstones – they should leave no wiggle room for unethical behavior.

Take care of your boss: Your boss is your professional partner and needs your support and attention in maintaining an ethical workplace. This is a relationship that merits a lot of your loyalty, but it is not blind and it is not unconditional.

This **Ethical Priority Compass®** will help keep you on target. Mix up any of these priorities, and you run the risk of losing your job, reputation and self respect. Read more [here](#).

HOTDESKING: THE LATEST OFFICE TREND TO ANNOY EMPLOYEES

By Suzanne Munshower, Global Post 04/25/12



Aiming for that corner office, or any office at all for that matter, is fast becoming a thing of the past.

Now, it's all about **hotdesking**, in which employees change their workstations day-to-day.

These days, management enthusiasm for the non-territorial office is growing, particularly in Europe, Australia and New Zealand. It's also catching on in the U.S.

Why the shift? One reason the hotdesk concept is now sizzling is that advances in technology allow for it. With a smart phone and notebook or tablet computer, the world's an office. The need for office space continues to shrink, say Regus officials, the world's largest provider of flexible workplaces.

A typical day in a non-territorial office might go like this: Mary arrives at work and goes to her "team anchor point," the place co-workers in a department share for relaxing, holding meetings, and storing belongings, sort of a coffee room with lockers. Mary hangs her coat in her locker and removes her "hotbox," a handheld or wheeled trolley file box containing her files and supplies. She'll have brought her own computer and phone with her, or they might be secured inside her locker.

Next she might check a list to see which hotdesk has been assigned to her that day, wander around in search of free workspace in whatever part of the building she'd like to hang out in, or go to the specific spot she's booked in a process called "hotelling." Hotdesks aren't always literally desks—they can be workstations simultaneously being used by others.

The station she's sitting at might have a laptop dock, as well as a keyboard and screen. Sockets for her phone and laptop might be set into a special desk lamp designed for hotdeskers. The lamp and hotbox are part of the burgeoning hotdesking accessory business, offering a wide variety of lockers, files, and collaborative phone and video-conferencing systems (which allow workers to use the same number and voicemail wherever they are).

Read the entire article [here](#).

Upcoming Conferences & Meetings

| Chapter Meeting | Location | Title of Program Summary |
|-----------------|---|---|
| June 7 | Chancery Harbourwalk, 207 Gas Light Circle Racine, WI 53403 | Annual Meeting & Dinner Guest: Nancy McCulley, CAP WI Division Secretary |

July 22-27, 2012

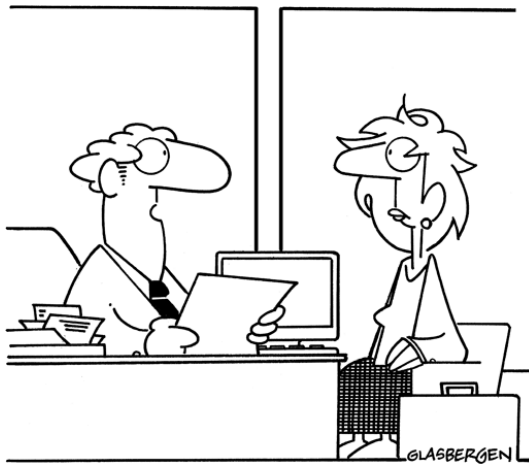
Education Forum and Annual Meeting
(EFAM)

Grapevine, TX, Gaylord Texan Resort

October 19-20, 2012—SAVE THE DATE!

2012 Wisconsin Division Fall Education
Conference

© Randy Glasbergen / glasbergen.com



"Right now we're only hiring twins. One for the office and a back-up copy for the cloud."

Copyright 1996 Randy Glasbergen. www.glasbergen.com



"In this office, everyone is treated with respect and dignity. Thank God we can still be rude to computers!"

2011-2012 Member of Excellence Submission



**Deadline for Online Submissions is
11:59pm Central Time on June 30, 2012**

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence.

Please see the following page for the Member of Excellence form or access the [online form](#) to submit your Member of Excellence.



| | CHAPTER CRITERIA | COMPLETED |
|---|--|-----------|
| 1 | Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by 10/01. | done |
| 2 | Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31. | done |
| 3 | Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1. | done |
| 4 | Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25. | pending |
| 5 | Chapter develops and updates business plan . Chapter submits business plan to members with a copy to the division by April 30. | done |
| 6 | Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year. | done |
| 7 | Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP year. | pending |
| 8 | As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence . | pending |



| | MEMBER CRITERIA A Member of Excellence will attain a minimum of 8 of the following 11 criteria: | COMPLETED |
|----|---|-----------|
| 1 | Hold a current IAAP Certification (i.e. CAP, CAP-OM). | |
| 2 | Download, sign and date the Member of Excellence Commitment 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 toward 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. (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.) | |
| 10 | Recruit at least one new member. | |
| 11 | Integrate IAAP membership and involvement into annual performance plan or review. | |

SPECIAL THANKS TO OUR SPONSORS

WYANT
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Nancy G. Stozew, D.C., S.C.
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Join the other 90+ million Americans who have quit their bank to come to a credit union. You will enjoy lower fees, better rates and all the same services that banks have to offer.

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- Enjoy our online and mobile banking, E-alerts, E-statements and EZ Bill Pay.
- Our What's Your Score? program offers a free credit report, score and the tools to help you improve.

Educators membership is open to anyone who has attended school in Southeastern Wisconsin in addition to education, healthcare and government related employees and their families.

Federally insured by NCUA.

