

## **How IAAP Membership Can Benefit YOU**

Promoting high professional standards and enhancing the image of the administrative professional are goals of IAAP® (International Association of Administrative Professionals®). IAAP is an association dedicated to the education and professional development of all administrative and executive support personnel by:

- ✓ Developing important leadership skills
- ✓ Benefiting from the experience of others in your profession
- ✓ Learning more about a variety of topics relevant to your profession
- ✓ Expanding your professional network
- ✓ Being in touch with job opportunities
- ✓ Enhancing your professional status in the eyes of your employer

## **How Membership Can Benefit YOUR EMPLOYER**

Your membership in IAAP will:

- ✓ Give you the tools and knowledge necessary to become a more effective contributor in your organization
- ✓ Allow you to stay current with new technology and trends in office administration
- ✓ Save you time and money

In our highly competitive world, every employee must contribute to the bottom-line. For more than half a century, IAAP has provided the tools and knowledge necessary for administrative staff to be more effective contributors to their organizations.

## **About Our Chapter**

The Southeastern Chapter of IAAP holds meetings in Racine and Kenosha, alternating every other month during the regular meeting schedule. Our members live and work in Racine, Kenosha, Milwaukee, south into Illinois and as far west as Burlington and Union Grove. We invite anyone who is interested in joining IAAP to attend a meeting and see how IAAP can help you grow professionally and personally.

### **Our Core Values**

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

**Visit us online at:**

<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home/Default.aspx>



## **SE Wisconsin Chapter**

**A MEMBER OF THE  
WISCONSIN DIVISION**

**INTERNATIONAL ASSOCIATION OF  
ADMINISTRATIVE PROFESSIONALS**



International Association  
of  
Administrative Professionals

## About IAAP

Founded in 1942 and headquartered in Kansas City, Missouri, the International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support personnel, with more than 600 chapters and 40,000 members and affiliates worldwide. The association works to educate employers and the public about the value of administrative professionals and the advantages of an administrative career.

IAAP is a non-profit association that provides industry-recognized research and educational activities through its Research and Educational Foundation. IAAP also sets professional standards through its Institute for Certification and supports business education programs through its Institute for Education.

- ✓ IAAP's **purpose** is to provide information, education, and training, and to set standards of excellence recognized by the business community on a global perspective.
- ✓ IAAP's **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- ✓ IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

The Wisconsin Division was chartered in 1943 and currently has over 600 members.

## SE Wisconsin Chapter Calendar

Gateway Technical College  
Racine (R) or Kenosha (K)  
Networking at 6 pm, program at 6:30 pm

- September 3** (R)  
Navigating the New IAAP Websites
- October 1** (K)  
Social E-Networking: Is it Value-Added?
- November 5** (R)  
Domestic Violence and the Workplace
- December 3**  
Social evening

### 2010

- January 7** (K)  
Maximizing Your Work & Personal Relationships
- February 4** (R)  
People Reading: The Vital Role That Active Listening Plays in Effective Communication
- March 5** (K)  
There Actually is a Viable Solution: Peer Mediation
- April 1** (R)  
The Green Initiative
- April 21**  
Administrative Professional's Day
- May 6** (K)  
How to Recession-Proof Your Career
- June 3**  
SE Wisconsin Chapter Annual Meeting

Contact MaryBeth Kallio at  
[seiaapmbk@yahoo.com](mailto:seiaapmbk@yahoo.com) for meeting  
locations & reservations.

## Division & International Calendar

**Wisconsin Division**  
**Fall Education Conference (FEC)**  
Great Wolf Lodge  
Wisconsin Dells, WI  
October 16-17, 2009

**Administrative Professional's**  
**Week/Day®**  
**Theme: Creating Excellence**  
April 18-24, 2010  
April 21, 2010

**Wisconsin Division Annual**  
**Conference & Education Forum**  
Bridgewood Resort Hotel  
Neenah, Wisconsin  
May 14-15, 2010

**IAAP Educational Forum and**  
**Annual Meeting**  
Hynes Convention Center  
Boston, MA  
July 18-21, 2010

