

## Upcoming Events & Meetings

### September 28, 2011

Working with the Brain in Mind  
Speaker: Bob Aitken

### October 21 - 23, 2011 (Membership Recruitment)

West Coast Womens' Show  
Booth 118 - Abbotsford Tradex

### October 26, 2011

Plain Language in Legal Contracts  
Speaker: Veronica Armstrong

### November 23, 2011

Social Media Management;  
Speaker: Tracy Ehman

### December 14, 2011 (Community Outreach)

Creative Results-Based Marketing  
Speaker: Braden Douglas; Relevation

### January 25, 2012

Beyond Generational Differences - An Expanded Look at the  
Consequences of Diversity in Workgroups;  
Speaker: Dr. Angela Wolff, Fraser Health Authority

### February 22, 2012

Time Management: Gain Control & Stay Connected  
Speaker: Linda Chu, Out of Chaos

### March 28, 2012 (Executive Night)

Trends & Technology  
Speaker: John Amyotte Microsoft

### April 25, 2012 (Administrative Professionals Day)

Working Sm@rt with Microsoft Outlook  
Speaker: Inge Zegel, Priority Management

### May 23, 2012

Operation Cooperation  
Speaker: Michelle Ray, CSP

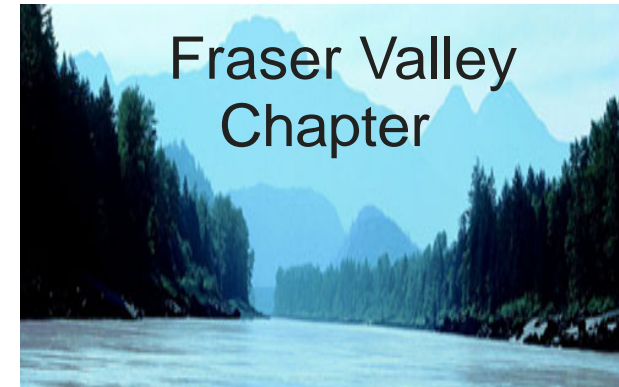
### June 27, 2012

Getting Down to Business  
Speaker: Dr. Sean Richardson, Pragmatic Thinking

\*\*Topics, speakers and cost subject to change\*\*



International Association  
of  
Administrative Professionals



## FRASER VALLEY MEETINGS

Guilford Golf and Country Club, 7929 152nd Street, Surrey

4th Wednesday Sep through Jun - 2nd Wednesday in Dec

\$35.00 Members, \$40.00 Non-Members

Registration includes a Buffet

5:30 p.m. to 8:00 p.m.

## CONTACT INFO

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### Chapter Co-Presidents

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### Membership Chair

Doreen Kerr  
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## 2011 - 2012 PROGRAM

## Welcome to the International Association of Administrative Professionals®

With over 28,000 members worldwide, and also affiliates in 50 countries, IAAP is the largest not-for-profit member organization for those working in the administrative profession.

Whether you are an administrative professional looking for training, teamwork or networking opportunities, you will be interested in learning more about what IAAP has to offer.

## Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

### TYPES OF MEMBERSHIP

#### Professional Member:

A professional member is a person who is employed as an administrative professional or who has attained the Certified Administrative Professional® (CAP®) rating; or a teacher who is employed in the teaching of business education.

**Student Member:** A student member is a person who is enrolled as a student of business education.



FOR  
MORE INFORMATION PLEASE  
CONTACT US AT:  
[iaapfraservalley@gmail.com](mailto:iaapfraservalley@gmail.com)

### BENEFITS OF MEMBERSHIP TO YOU

- Continuing education
- Leadership development
- Networking opportunities
- Management skills
- Personal/Professional growth
- Current technology

### BENEFITS OF MEMBERSHIP TO YOUR EMPLOYER

- A professional team member dedicated to producing a quality product of service.
- A positive public relations representative who takes pride in professionalism and excellence.
- Administrative personnel who are up-to-date with the latest technological trends.
- An employee who has the opportunity for continuous personal and professional growth and brings these skill back to the workplace.



### THE CAREER ADVANTAGE

If you are looking for ways to help you get ahead in the workplace, stop here. IAAP offers two professional ratings. The Certified Professional Secretary® (CPS®) and Certified Administrative Professional (CAP) are the industry recognized standards of proficiency.



### BENEFITS OF IAAP

Today, more than ever, success in an office career demands a broad range of skills. Our members, who come from diverse careers and backgrounds, give our association an extensive outlook and gain knowledge from each other.

By coming together, each gains valuable insight and information needed to utilize changing technology, enhance interpersonal skills, and develop a greater understanding of the business community.

Join today and see where it takes you!



GET YOUR CAREER OFF THE GROUND WITH IAAP