

## HOW MEMBERSHIP IN IAAP CAN HELP YOU ADVANCE IN YOUR CAREER:

- ◆ Professional and Personal Education and Development Resources
- ◆ Professional Certification
- ◆ Enhance Leadership Skills
- ◆ Explore Opportunities in a Supportive Environment
- ◆ Local and International Networking Opportunities
- ◆ Advance Your Career
- ◆ *officePRO* Magazine
- ◆ World-Class Website
- ◆ Affinity Programs and Services



### HOW DO I JOIN?

Download an application online at:  
[www.iaap-hq.org](http://www.iaap-hq.org)

or

Contact Marie Kawczynski  
for an application  
(920) 720-8794  
[mariek@thekatapultgroup.com](mailto:mariek@thekatapultgroup.com)

The administrative profession is an evolving one. As times change, jobs and roles change.

Today's office professionals are expected to master all types of new technology and office equipment. Expansion into the international marketplace calls for new business practices. Corporate restructuring is causing a shift in responsibilities. Office professionals are now handling duties of former middle managers.

In these times of changing business practices, office professionals may need additional training in supervisory skills, time management, communication, etc.

Increase your value by investing in your future. *Make an investment in yourself and in your career.*

To learn more about IAAP and the Fox Cities Chapter, contact:

**Marie Kawczynski, Membership Co-Chair**  
Katapult, LLC  
36 Jewelers Park Drive  
Neenah, WI 54956  
Telephone: (920) 720-8794  
E-mail: [mariek@thekatapultgroup.com](mailto:mariek@thekatapultgroup.com)

or

**Kathy Mason, CPS/CAP, Membership Co-Chair**  
Kimberly-Clark Corporation  
2100 Winchester Road  
Neenah, WI 54956  
Telephone: (920) 721-6473  
E-mail: [kmason@kcc.com](mailto:kmason@kcc.com)

or

**Lori Maki, CPS, President**  
Wipfli LLP  
2901 East Enterprise Avenue, Suite 500  
Appleton, WI 54913  
Telephone: (920) 832-2433  
E-mail: [lmaki@wipfli.com](mailto:lmaki@wipfli.com)

or

Visit our website at:  
[www.iaap-foxcities.org](http://www.iaap-foxcities.org)

## Membership In



**International Association of  
Administrative Professionals®**

## See What's In It For YOU!

**Fox Cities Chapter  
2011-2012**

**INTERNATIONAL ASSOCIATION OF  
ADMINISTRATIVE PROFESSIONALS®**



# ABOUT IAAP

The International Association of Administrative Professionals ("IAAP") is a not-for-profit professional association with approximately 27,000 members and affiliates and nearly 600 chapters worldwide.

**Mission** – IAAP is to be the acknowledged, recognized leader of administrative professionals, identifying, developing and providing resources to meet the needs and challenges facing today's administrative staff.

**Objectives** – IAAP's objectives are to elevate the standards of the profession, promote continuing education, enhance our members' individual and collective value, and assist them in developing and fulfilling their professional potential.

**Vision** – To inspire and equip all administrative professionals to attain excellence.



## THE FOX CITIES CHAPTER

The Fox Cities Chapter was chartered on December 10, 1960, in Appleton, Wisconsin, with 20 members.

Special chapter activities include awarding a scholarship to a Fox Valley Technical College student and hosting a seminar during Administrative Professionals Week.

# CHAPTER MEETINGS

## MEETING SCHEDULE

### **September 20, 2011**

Wipfli LLP, Appleton  
"Microsoft Outlook: Tips and Tricks"

### **October 18, 2011**

West Wisconsin Diner, Appleton  
"Designed Thinking"

### **November 15, 2011**

West Wisconsin Diner, Appleton  
"The Remarkable Communicator"

### **December 13, 2011**

Mark's East Side, Appleton  
"Holiday Party"

### **January 17, 2012**

West Wisconsin Diner, Appleton  
"Resumes and Interviewing"

### **February 21, 2012**

Wipfli LLP, Appleton  
"Effective Writing"

### **March 20, 2012**

West Wisconsin Diner, Appleton  
"Online Security"

### **April 17, 2012**

Location TBD  
"Administrative Professionals Week"

### **May 15, 2012**

Kimberly-Clark West Office 1, Neenah  
"Setting and Achieving Goals"

### **June 19, 2012**

Mark's East Side, Appleton  
"Annual Meeting"

# MEMBERSHIP INFORMATION

## WHO QUALIFIES?

Administrative Assistants  
Secretaries/Executive Secretaries  
Executive Assistants  
Office Administrators and Managers  
Receptionists  
Administrative Coordinators  
Information Coordinators  
Clerical Staff  
and all other Administrative Professionals

## MEMBERSHIP CLASSIFICATIONS AND DUES

	<b>Professional</b>	<b>Student</b>
International	\$ 83.00	\$ 50.00
Division	10.00	5.00
Chapter	<u>6.00</u>	<u>3.00</u>
	\$ 99.00	\$ 58.00

## GENERAL INFORMATION

Chapter programs/meetings are *generally* held the third Tuesday of every month (September through June)

**5:00 P.M. – Networking**  
**5:30 P.M. – Dinner**  
**6:00 P.M. – Program**  
**7:00 P.M. – Business Meeting**

## **COST: Varies**

For reservations, contact Ashley Baldwin at Fox Cities PAC (920-730-3762 or [abaldwin@foxcitiespac.com](mailto:abaldwin@foxcitiespac.com))

Reservations are due by 11:00 A.M. on Friday prior to the meeting.