



Board's Message — Dawn Becker, CAP

Volume 1, Issue 2

September 2010

I hope you enjoyed a Summer Vacation.

However you spent these past two months, I do hope you managed to fit in some vacation time for yourself and your family and that you hiked, swam, cycled, lounged on a beach or napped somewhere in this great country.



A number of Western Canada Division members attended the IAAP Education Forum & Annual Meeting (EFAM) in Boston (it was hot & humid!) in July. It was five days of education (workshops included Negotiating Skills, What's new in Office 2010, How to Prepare for Performance Reviews, How to get things done when you are not in charge, Ethical Dilemmas in the Workplace: the Admin Challenge and the Power of Professional Integrity; business sessions where delegates voted on candidates for the International Board of Directors and bylaw amendments and networking with members from across North American, the Caribbean, Australia, South Africa and South Korea. Attendees were inspired by the stories shared by keynote speakers Vernice "Flygirl" Armour (the first female, African-American combat pilot in the US Marine Corps – she flew combat helicopters in Afghanistan) and the one and only Eric Brockovich! Both speakers challenged the audience to demonstrate purpose in life and to take off without a runway (Vernice) and follow your passion (Erin).



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Board of Directors

Division Officers

- President
- President-Elect
- Vice-President
- Treasurer
- Secretary
- Immediate Past President

Division Committee Chairs

- APW/Education
- Awards Committee
- Bylaws & Standing Rules
- Certification
- Membership
- New Chapter Builder
- Nominations
- Pathways to Excellence

Chapter Liaisons

- Dawn Becker, CAP
- Jayne Clark
- DecolynneJo Barteski, CPS
- Beverly Wood, CAP
- Joan Beaudoin, CPS
- Barb Neuman, CAP
- Members-at-Large
- Calgary • Prince George • Vancouver
- Edmonton • Nanaimo
- Lethbridge • Regina
- Fraser Valley • Winnipeg

- Dawn Becker, CAP
- Past Presidents
- Beulah Sinclair, CPS
- Terri Peters, CPS
- Maureen Glover, CAP
- Beth Turner
- Barb Neuman, CAP
- DecolynneJo Barteski, CPS

Mary Ramsay-Drow, CPS/CAP was installed as International President under the theme of :

Passion & Purpose.

She spoke to passion and purpose which is about strengthening divisions and chapters and the way they operate and providing education and training for members to improve their skills. She reminded Division's and Chapter's of their purpose for being, which is to create an atmosphere of great education and networking for their

members and of the responsibility they have to encourage members (and chapters and divisions) to first focus on the strengths they currently possess. As many of us participate in the leadership conferences within your divisions (some have already taken place), she encourages us to engage everyone in conversation and have them, in turn, become more engaged in their involvement with IAAP.



TEAMWORK :

The best minute you spend is the one you invest in someone else.

Western Canada Division representatives attended the 3rd Alberta Planning Session

in Calgary in August. Leaders and members from Calgary, Edmonton and Lethbridge chapters participated in a full day of education and round table discussions. Presentations were made on Leadership, Succession Planning and Pathways to Excellence. Informative and valuable discussions were held on APD/APW speakers, Marketing of IAAP, Best Practices (watch for Best Practices in future newsletters and please share with us your best practices) and the 2011 Alberta Educa-

tion Forum (which is the natural evolution of the current Planning Session).

It is exciting to kick-off our IAAP year of Passion & Purpose, to anticipate the successes we will enjoy this year and to know we can expect some disappointments.

We look forward to a year of communication and connectivity throughout our great Division.

Dawn Becker, CAP

UPCOMING CHANGES TO THE IAAP CERTIFICATION PROGRAM

Effective November 2011 IAAP's Certification Program will be changing **effective November 2011.**

In an attempt to answer as many questions as possible, we've developed this question & answer sheet. We're excited about the upcoming changes, and we hope that you will be too.

Our goal, as always, is to

maintain a vibrant program that's marketable to the professional community. These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program. If you still have questions after reviewing this sheet, email certification@iaap-hq.org.

What ratings will now be available from IAAP?

IAAP is moving from a two rating system to a one rating system, with areas of specialty.

The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **OM**.

When is this change effective?

November 2011.



Pathways to Excellence

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, a Chapter of Excellence or a Division of Excellence.

Do you require the following or anything else that may help your Chapter become a Chapter of Excellence?

If at any time you would like to discuss, please feel free to email me or call me.

DecolynneJo Barteski, CPS

The program is based on ten principles, each a fundamental part of what it means to be excellent at what you do.

- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing / Research / Community Outreach
- Programs and Participation
- Recruitment and Retention
- Strategic Planning

Congratulations!

Calgary

2009-2010 Chapter of Excellence

Edmonton

2009-2010 Chapter of Excellence

Lethbridge

2009-2010 Chapter of Excellence

Vancouver

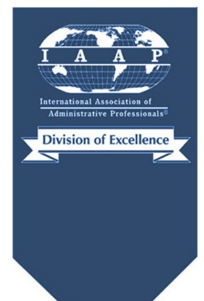
2009-2010 Chapter of Excellence

Member of Excellence commits to being active and involved in the association



Chapter of Excellence pledges to be a resource for its members and to maximize the value of IAAP membership

Division of Excellence commits to helping its members and chapters to succeed





International Association of
Administrative Professionals®
Western Canada Division

To publicize administrative events in your area, submit articles for publication or advertise in our bi-monthly newsletter or website, contact our Editor:

DecolynneJo Barteski at
decolynnejo_barteski@kindermorgan.com

As an IAAP member your presence makes a difference. Respected as the world's largest association for administrative support, the International Association of Administrative Professionals (IAAP) has over 600 chapters and 40,000 members and affiliates worldwide. For over 60 years, IAAP has provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals maximize their effectiveness.

<http://www.iaap.ca/IAAPHQ/WesternCanada>

Announcements

Congratulations to the Edmonton Chapter – on September 14, they will be celebrating 24 years of being a great chapter. Guest list will include past presidents of the chapter.

The Vancouver & Fraser Valley Chapters invite you to the 6th annual BC/Washington Education Forum
Saturday, September 25th
8:00 am to 3:00 pm
The Coast Hotel & Convention Centre
20393 Fraser Highway, Langley, BC V3A 7N2
Phone: 604-530-2211



PASSION &
PURPOSE
WESTERN CANADA DIVISION