

WCD Connections

Western Canada Division



MAY 2012

Benefits of Membership

International Benefits:

- ⇒ Member discount on purchases through IAAP on education and professional development resource materials.
- ⇒ Discounts on registration of any IAAP sponsored international level training workshops, seminars, conferences and conventions.
- ⇒ Discounts on registration for the Certified Administrative Professional exam.
- ⇒ Subscription to: OfficePro magazine, OfficePro Express, an e-newsletter full of research, trends and technology information; IAAP Connections, the association's monthly e-newsletter.
- ⇒ Full access to the IAAP Web Community, an online social network for IAAP members.

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Division Officers

PRESIDENT	Jayne Clark
PRESIDENT ELECT	DecolynneJo Barteski, CAP
VICE PRESIDENT	Terri Peters, CAP
TREASURER	Michelle Zahayko
SECRETARY	Karin Hares, CAP-OM
IMMEDIATE PAST PRESIDENT	Dawn Becker, CAP-OM

Chapter Liaisons

Division Members at Large - Prince George - Lethbridge
(July 1, 2011 - February 5, 2012)

Fraser Valley - Vancouver
Calgary - Regina - Nanaimo
Edmonton, Winnipeg



Division Committee Chairs

BYLAWS AND STANDING RULES	Beulah Sinclair, CAP
CERTIFICATION	Joan Beaudoin, CAP
MEMBERSHIP	Petrina Hobbs
NEW CHAPTER BUILDER	Dawn Becker, CAP-OM
NEWSLETTER	Terri Peters, CAP
NOMINATIONS	Dawn Becker, CAP-OM
PATHWAYS TO EXCELLENCE	Sheila Finlay
RESEARCH & EDUCATION / RTF	Eileen Gormley, CAP-OM
STUDENT CHAPTER	Jayne Clark
WEBMASTER	Terri Peters, CAP



Benefits of Membership - Continued

Division Benefits:

- ⇒ All of the above and;
- ⇒ Increased opportunity for professional development and leadership training.
- ⇒ Access to Division newsletter and website.
- ⇒ Communication liaison between International Organization and chapters and Members-at-Large.
- ⇒ Communication liaison between chapters with the opportunity to share challenges and best practices.
- ⇒ Access to Division Speakers' Guild.
- ⇒ Opportunity to serve in leadership roles and/or to mentor others in leadership roles.

Chapter Benefits:

- ⇒ All of the above and;
- ⇒ Increased opportunity for professional development, leadership training and networking events.
- ⇒ Access to Chapter newsletter and website.
- ⇒ Opportunity to share study books or access to study partners for the Certified Administrative Professional exam.
- ⇒ Opportunity to serve in leadership roles and/or to mentor others in leadership roles.

All in all the benefits of your membership with IAAP are unlimited. What benefits will you choose to get from your membership to IAAP?

Jayne Clark, 2011-2012 Western Canada Division President

Canada Division Conference (CDC) ...

Canada Divisions' Conference 2012 is fast approaching. The Grand River Chapter welcomes you to Kitchener/Waterloo and your opportunity to join other "Leaders in Innovation". The host chapter has worked diligently to make this a professional event to remember.

Start your conference with one of the Trips and Tours as the chapter highlights local scenic attractions. You can take a trip along the Niagara Wine Parkway that includes a visit to Niagara Falls or spend the day shopping in Mennonite Country.

If this is the first time you have attended CDC, be sure to take in the First Timer's Orientation preceding Opening Ceremonies. This will help you make the most of your conference experience. After Opening Ceremonies is completed, we will have the chance to remember the '70s as you dress in your favourite tall boots and mini skirt.

Friday will be a day of professional development followed by an Evening of Willkommen. Can you imagine-Oktoberfest in June?

I invite you to attend our Division Annual Meeting on Saturday morning at 8:00 a.m. to reconnect with the members from Western Canada. We will elect the 2012-2013 Division Board and recognize Excellence in our membership.

From Opening Ceremonies to the Closing Banquet, this promises to be an event to remember. There will be professional educational sprinkled with exciting networking opportunities.

CDC 2012, I hope to see you there.

Jayne Clark, 2011-2012 Western Canada Division President



W.I.I.F.M Contest Entries ... Have you cast your vote yet?

If you haven't done so already ... cast your vote on the Western Canada Division Website (<http://www.iaap.ca/WesternCanada/Home/>) for your favorite W.I.I.F.M Contest Entry. You will have until end of day MAY 31, 2012 to cast your vote. The winning entry will be announced at CDC in Kitchener/Waterloo in June 2012. All of the entries can be referenced/reviewed in the April edition of WCD Connections.

The screenshot shows the Western Canada Division website with a navigation menu at the top: HOME, ABOUT WESTERN CANADA, NETWORK, PROFESSIONAL RESOURCES, MEETINGS AND EVENTS, EGROUPS, OUR SPONSOR. Below the menu is a banner image of a mountain range with snow and a lake, with the text "Western Canada Division".

The main content area is divided into two columns. The left column is titled "W.I.I.F.M Contest Entries --- Please Cast Your Vote Here". It contains a thank you message and a voting form with the following fields:

- Chapter Name:
- I vote for Contest Entry #1
- I vote for Contest Entry #2
- I vote for Contest Entry #3
- I vote for Contest Entry #4
-

The right column is titled "Division News" and "Western Canada Division Nominations". It contains the following text:

Dear Western Canada Division Members,
The deadline for nominations for Western Canada Division Board position has passed.
Nominations have been received for the offices of President, President-Elect, Vice-President and Treasurer.
Nominations were not received for the office of Secretary. The office of Secretary is responsible for taking minutes at monthly Board meetings (held via MSN), sharing information with chapters and members, acting as a board liaison with one or more chapters and preparing the Annual Meeting material (in conjunction with the Division President), among other duties. The Secretary is required to attend the Annual Meeting (to be held in Lethbridge, May 2013) and record the official Minutes of the meeting. This is a great position in which to learn some new skills and be part of an

On the right side of the page, there are logos for the 70th Anniversary, Division of Excellence, Facebook, and LinkedIn.

Happy Anniversary to the Vancouver Chapter ...

Vancouver is celebrating 54 Years - May 18, 1958 - May 18, 2012



From our Sponsor: Maureen Tazzioli ...

Defying the Odds

Do you know someone who has successfully accomplished something that others deemed impossible? Someone who despite their many challenges still found a way to accomplish all that they desired? Maybe this someone is you! Maybe you are the one that others are looking toward for guidance and inspiration. Take a few minutes right now to think about someone you know who is defying the odds. What is it that makes this person so unique?

While on a flight back home to Regina I sat beside the most interesting lady. With her petite stature she carried herself with much grace, style and sophistication. Her flare of elegance and confidence had me believe that she knew what it was like to live a full life, complete with disappointments and accomplishments, and because of this I knew that there was plenty she could teach me, and I was correct.

In our conversation together she explained the process she took to become a Canadian citizen and how life in Canada is most rewarding for her. She shared great news of how proud she is of her five children because every one of them found careers that brought them much joy, and although their careers have them living in different countries she does all she can to travel the world to see them.

As she talked I listened with great interest and then finally my curiosity got the better of me and I just had to know. *"If you don't mind, may I ask you how old you are?"* With a little smile, she said, *"Not at all, I am 82 years of age, a recent widow and lover of life. I am fortunate to have had the courage to defy the odds and live my life to the fullest, and from my perspective I plan on continuing to live a full life because I have learned a long time ago that to be fully alive means to appreciate all that life throws at you, and I am not done learning yet."* Sitting next to her beaming face I could tell that she was a woman of strength, and so without her even realizing it she became a complete inspiration to me.

Now even though this delightful lady is just one out of many who have defied all odds, here are a few things I learned in our conversation.

1. **Listen to your heart** - People will always have an opinion about what you should do, could do, or have to do, but only you will know for sure what is best, and if you become confused, then quiet yourself long enough to listen to your heart. For in your own heart lies the answer to many of your concerns.
2. **Stay informed...Always be ready to learn** - There will never be a time in your life when you can close the book of knowledge and say you have learned enough. There will never be a time when you will know everything, so it is important to keep learning and improving yourself every day. It was suggested that many people will associate retirement as a time when they no longer have to learn, a time when they can relax and have fun and enjoy the lifestyle they worked hard to achieve. However, this delightful lady reminded me that life is an experience, the more we learn about ourselves and others the more inclined we are to give back.
3. **It's okay to be different...Celebrate your own uniqueness** - When we are so busy trying to please others we can lose sight of the positive qualities that make us unique. To truly appreciate the goodness in life, we must do all we can to remain true to ourselves and our own uniqueness. It is important to celebrate the person we are choosing to be.
4. **Work toward excellence in all that you do** - If we are going to take the time to learn something or do something, why not give it our all? Life's fulfillment comes from understanding that although none of us will ever be perfect we can still strive toward excellence in all that we do. Remaining open to trying new things we should look for ways to always improve ourselves while having fun.



From our Sponsor: Maureen Tazzioli ...

Defying the Odds (*Continued*)

5. **Laugh plenty** - Life is full of twists and turns and although many of us believe we carry the road map to our own success, life has a way of reminding us what is really important. Having a sense of humor and being able to laugh at ourselves and those unexpected situations can make life more enjoyable.

I have no idea if I will ever see this lovely lady again, but the time we spent together will always be a treasured memory.

(As an international speaker, corporate trainer and President of The Maureen Tazzioli Executive Corporation, Maureen promotes the importance of raising standards to influence positive change. Call Toll Free at: 1.855.280.2920 or visit www.maureentazzioli.com for more information on how you can involve Maureen at your next event. This article is reprinted with the author's permission.)



Reminder Western Canada Division Website - Surveys ...

Have you visited the Western Canada Division Website lately? (www.iaap.ca) We have added a section titled 'WCD Survey' under the 'About Western Canada' tab. We invite you to visit the website regularly and take a few moments to participate in the Survey that is posted. Western Canada Division values your responses and comments to our surveys. Don't forget to check back often as a new survey may have been posted.

Starting December 1 2011 and running through until May 31 2012, all members of Western Canada Division who participate in the WCD website surveys will have their names entered into a draw for a prize. Each time you participate in a survey your name will be entered into the draw. The draw for the prize will take place on June 1 2012 and the winner will be announced in the June Edition of WCD Connections.



There is also other valuable and interesting information on the Western Canada Division website that Chapters and Members will find useful. Visit the Western Canada Division Website today, you may find exactly what you have been looking for right on your own Division's website.

Terri Peters, CAP, 2011-2012 Western Canada Division Vice President

From Office Team ...

I Think My Child Would Be Perfect For the Job!

Tips for determining whether you're acting like a helicopter parent

Congratulations! The day you've been anxiously anticipating has finally arrived; your son is graduating from college! But as the last strains of Pomp and Circumstance fade away, you are seized with a paralyzing notion: what if he can't find a job?

Suddenly, your dreams about the sailboat you can now afford are replaced with nightmares about your son moving back home and planting himself in front of the big screen TV you also intend to buy. Your first instinct is to be proactive. After all, you've always managed to make the way a little smoother for him, so it's only natural you'd want to help with a job search.

Parents can be a valuable resource for their budding employment seekers, bringing experience and wisdom to the table. But problems can occur if you become overly aggressive and attempt to act more like an agent than a mentor. "Helicopter parents," as they're sometimes called, can hover too closely, hindering their child's chances at getting hired. Following are some tips to keep you cruising at a comfortable altitude:

Do offer to read your child's cover letter and resume to provide feedback and give suggestions.

Don't write it for her; an employer can get a more accurate indication of who your child is if he's reading something she wrote herself.

Do practice interviewing with her. Coach her on things like how to answer questions and what she should wear.

Don't go to the interview with him. The sight of parents in the reception area giving thumbs up is a red flag for employers.

Do give advice about when to make follow-up phone calls or inquiries.

Don't have any contact with a potential employer. Your child's resume will end up at the bottom of the stack if you call the hiring manager and ask when she can expect to hear something.

Do keep your eyes and ears open for potential leads.

Don't practice your tech savvy skills by requesting information for your child on an employer's Face Book page. Inquiries should be posted *by the job candidate only*.

Do offer to be involved. You can be a valuable source of support and encouragement.

Don't let your fear of your child not finding a job and boomeranging back home cause you to cross the sidelines onto the playing field. You just might end up costing her the game.

(OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job search services at www.officeteam.com).

OFFICETEAM®

Specialized Administrative Staffing

A Robert Half Company



Upcoming Events ...

Canada Divisions Conference 2012 - Kitchener/Waterloo, Ontario JUNE 7-9, 2012

The Grand River Chapter is hosting the Leaders in Innovation 2012 Canada Divisions Conference in Kitchener-Waterloo, Ontario. The conference will be held at the Delta Kitchener-Waterloo Hotel from June 7 to 9, 2012. From the opening ceremonies on the evening of the 7th to the wrap up of the banquet on the 9th, this event promises to be action packed, loaded with professional development and full of opportunities to network with other Canadian administrative professionals.

Make your travel arrangements early. West Jet will fly you directly into Kitchener/Waterloo. The hotel has a shuttle that will pick you up at the airport. If West Jet is not available in your area, you can fly into Toronto. The host committee is looking into a possible pick-up run for those arriving at the Toronto airport.

You are invited to attend the 35th Western Canada Division Annual Meeting on Saturday, June 9, 2012. Be present when your 2012-2013 Division Board is elected. I hope you will join us to recognize the accomplishments of our Chapters, Chapter Leaders and all our Western Canada Division members.

The Conference Brochure is available on the Western Canada Division website, in the Meetings and Events tab.

Education Forum and Annual Meeting (EFAM) - Grapevine, Texas - JULY 22-25, 2012

The 2012 Education Forum and Annual Meeting will be held at the Gaylord Texan Hotel and Convention Centre in Grapevine Texas. Hotel room reservations, registration and trips and tours are now open, plan to attend and register today.

<http://www.iaap-hq.org/events/conferences/efam>




BC/Washington Education Forum - SEPTEMBER 22, 2012

The date has been set for the BC/WA Education Forum for September 22, 2012. This year it will be hosted by the Fraser Valley Chapter and will be held north of the border. Watch for more details on this event to come.



Western Canada Division ... on Facebook!

Have you “liked” us yet? Western Canada Division has created a Facebook Page ... ‘IAAP Western Canada Division’. If you have a Facebook account, find us and like us. 



The Western Canada Division Facebook will be updated regularly with information you will find useful.

Western Canada Division ... on LinkedIn!



Western Canada Division has a LinkedIn Group ... ‘IAAP Western Canada Division’. If you have a LinkedIn account, search for the IAAP Western Canada Division Group and request to join.

Connect with us on LinkedIn today!

E-Groups ...

- ◆ Just a reminder to check out the e-groups that are available for you to subscribe to from the IAAP Headquarters Website (www.iaap-hq.org).
 - ◆ From IAAP HQ homepage select IAAP Members (top right) ... Select EGROUPS ... Now login to see members only content (top right) ... Select ‘Add/Change Subscriptions’ ... Scroll through the list (it is alphabetical) until you locate an e-group that is of interest to you. Now select either ... real time updates, daily digest updates, etc.
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Coming in the next issue ...

- ◆ Western Canada Division, State Of the Nation;
- ◆ EFAM information, what to expect;
- ◆ Announcement of the Winner of the W.I.I.F.M Contest;
- ◆ Many other interesting and informative articles.



WCD CONNECTIONS



WESTERN CANADA NEWSLETTER

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- ⇒ To submit articles or to advertise administrative events in your area, contact **Terri Peters, CPS** (terri.peters@shaw.ca).
 - ⇒ The deadline for newsletter article submissions is the 1st of each month. The newsletter will be published on or around the 5th day of each month (September 2011 through June 2012).