

WCD Connections

October 2012

Western Canada Division

Message from the Western Canada Division President

Happy October Everyone!

Wow, it is hard to believe that it is October already! The time has just been flying by.

On September 8th, Western Canada Division hosted its first Leadership Education Day. The day was well attended and had representation from across the Division. The Western Canada Division Officers all made presentations and did an excellent job! We showcased two of the Constructing Your Career Modules that were introduced from IAAP HQ. They were very interesting and thought provoking presentations which offered our certified members recertification points. We also had great participation from everyone in attendance.

Continued on Page 2

INSIDE THIS ISSUE.....

Message from the Western Canada Division President	P.1
Inside this issue	P.1
Western Canada Division Board contacts	P.1
Message from the WCD President (cont'd)	P.2
Happy Anniversary Regina Chapter	P.2
70/70 Anniversary Program	P.3
IAAP Core Values - Integrity	P.4
IAAP Certification Best Wishes	P.8
What's in your Future?	P.8
Pathways to Excellence - Update and Upcoming Deadlines	P.9
Regina Chapter goes LIVE	P.9
Western Canada Facebook / LinkedIn	P.10
E-Groups	P.10
Coming Next Issue	P.11
Upcoming Events	P.11

Division Officers

PRESIDENT	Terri Peters, CAP
PRESIDENT ELECT	Jocelyne April, CAP-OM
VICE PRESIDENT	Karin Hares, CAP-OM
TREASURER	Michelle Zahayko
SECRETARY	Dianne Thiemann

Division Committee Chairs

BYLAWS AND STANDING RULES	Cheryl Gathercole, CAP-OM
CERTIFICATION	Debbie Gomersall, CAP
MEMBERSHIP	Karen Butz, CAP-OM
NEW CHAPTER BUILDER	Beth Turner
NEWSLETTER	Karin Hares, CAP-OM
NOMINATIONS	Jayne Clark
PATHWAYS TO EXCELLENCE	Maureen Glover, CAP-OM
THE FOUNDATION	Eileen Gormley, CAP-OM
WEBMASTER	Terri Peters, CAP / Karin Hares CAP-OM

Chapter Liaisons

Division Members at Large
Calgary, Vancouver
Lethbridge, Regina
Nanaimo, Winnipeg
Edmonton, Fraser Valley



Message from the Western Canada Division President *(continued)*

I would also like to congratulate the Western Canada Division Chapters who are participating in the Pathways to Excellence, Chapter of Excellence Program. This shows your commitment to excellence and I look forward to a successful 2012-2013 Pathways to Excellence Program.

Have you made your hotel reservations for the Canada Divisions Conference in Lethbridge, Alberta yet? The reservation site is very slick and easy to use! CDC dates are May 23-25, 2012.

Are you subscribing to the Western Canada Division and Canada District eGroups? If not, I suggest you do. There are also a lot of other interesting eGroups that you can subscribe to where you will find valuable information.

Enjoy this month and have a Happy Thanksgiving with your families!

Terri Peters, CAP 2012-2013 Western Canada Division President

Congratulations Regina Chapter on your 41st Anniversary



October 16, 1971 – October 16, 2012



70/70 Anniversary Program

The most recent update from HQ indicates that as of October 4, 2012 IAAP has gain 2,917 new Members!!! WCD has gained 53 New Members as of June 26th, and we are in 12th place of all IAAP Divisions. We are ahead of the Central Canada Division as well as the Eastern Canada Division, but who's keeping track ☺. This is an excellent achievement and one that we can all be proud of.

Remember the 70/70 Anniversary Program is active until December 31, 2012.

There are great incentives in this program for Members, Chapters and our Division. A reminder of the incentives are:

Individual members who recruit two new members will receive a commemorative 70th Anniversary pin, available only through participation in this membership campaign.

Chapters that recruit seven new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 web community credit or a \$70 discount on 2013 EFAM registration for a delegate.

Divisions that recruit fourteen new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 web community credit or a \$70 discount on 2013 EFAM registration for a delegate.

Congratulations to all Chapters who have gained new Members as part of the 70/70 Anniversary Program, and now let's see how many more new Members can be recruited to join this amazing association.

Terri Peters, CAP 2012-2013 Western Canada Division President

Happy Thanksgiving



IAAP Core Values - INTEGRITY

Integrity is defined by Miriam Webster's Dictionary as *the quality of being honest and fair, the state of being complete or whole*. Synonyms include: character, decency, goodness, honesty, morality, probity, righteousness, rightness, uprightness, virtue and virtuousness. When I came across this list, one word – *probity* – was unclear to me, so I Google it (my grandsons' favourite expression)! Probity, according to Miriam's, means *adherence to the highest principles and ideals*.

Integrity, then, means *scrupulous honesty* - in all our relationships; with our customers/clients, with our vendors, with our colleagues and co-workers, with our friends and family – and in all situations. Integrity is defined as *walking the talk* when it comes to living our true values – being authentic.

According to John Maxwell (author), integrity is not necessarily a natural act. He writes "Integrity is a result of self-discipline, inner trust, and a **decision to be relentlessly honest** in all situations."

Integrity is a lot like being pregnant. In other words, either you are pregnant or you are not. There's no middle ground. Probably everyone shows integrity at some time or another, especially when we think it is in our best interest.

Integrity is not a mantel or a robe that we can put on or off when it's convenient, like a shawl you place over your shoulders depending on the temperature in your work space. However, day-to-day workplace behaviours more often than not seem to indicate that convenience, or mood, often plays a large part in whether people practice integrity or not. *Who* people are and *what* they are seems to change with the weather, the weather of convenience.

When asked, most of us say we believe we are acting with integrity. However, when we look at the actual day-to-day, minute-by-minute workplace behaviours, this is clearly not the case. Why? One reason is each of us has the basic need for control, recognition and security. Because most people are driven by their egos and their ego's need for control, recognition and security, they often move away from their true and authentic self, from their inner values, and behave in ways that are contrary to living and being with integrity.

Continued on Page 5



IAAP Core Values – INTEGRITY

Do you think, feel, and believe you live your core values at work? That you show integrity in your workplace? Take this self-assessment and explore who you are and how you are at work when it comes to integrity.

1. On an integrity scale of 1 – 5 (1 being low and 5 being high), how would you rate yourself when it comes to the following workplace behaviours:
 - a) Gossiping
 - b) Bullying
 - c) Viewing or downloading non-work related information
 - d) Stealing office supplies
 - e) Stealing intellectual property
 - f) Stealing time (coming late, leaving early, extending coffee breaks, talking/texting on your cell phone)
 - g) Telling the truth
 - h) Taking responsibility for your piece of the project
 - i) Making excuses
 - j) Being direct, open and honest in your communication
 - k) Respecting others?
2. Who or what usually takes you out of integrity?
3. When you are not practicing integrity, who kind of self-talk to you engage in?
4. Do your needs for control, recognition and security take you away from behaving with integrity?
5. Do you lie to yourself about being in integrity? If so, why?
6. Does it matter to you that you are out of integrity?
7. Do you use the same definition of integrity for yourself as you do for others?
8. Do you respond if others act out of integrity and their actions affect your team, your group or department, or your organization?
9. Do you ever excuse or rationalize being out of integrity? If so, when and why?

Continued on Page 6



IAAP Core Values – INTEGRITY

At the end of the day, integrity is all about telling the truth about ourselves – to ourselves. It's all about living this truth. Many of us are quick to judge and criticize others who do not act with integrity. But truth be told, and it is all about the truth, many of us are just as prone to separate from our core values and act without integrity when it's convenient in some way.

If you want to be successful and move your career forward – to **BE THE ONE** – here are some tips on how you can maintain and develop integrity in the workplace.

Follow the Golden Rule

Treating others the way you want to be treated is the core principle of the Golden Rule and an example of how workers can display integrity in the workplace. *Treating others the way THEY want to be treated* is a variation of the Golden Rule that encourages us to find a win-win outcome to any situation by placing the focus on others. The golden rule is a reflection of respect for others.

Honesty

Honesty is an optimal example of integrity in the workplace. Honesty encourages open communication between employers, employees and co-workers. It leads to effective relationships in an organization. When workers are honest about the various aspects of their jobs that need improvement, employers can take action and help. Employers that are open about company policies and changes that affect the organization are more trustworthy from the employees' perspective.

Confidentiality

Confidentiality is a prime example of integrity in the workplace. It is also a legal necessity. Employers have an obligation to keep certain information private. Violation of privacy policies could lead to fines, penalties and possible lawsuits. Confidentiality instills trust and encourages sincere consideration of the privacy of others.

Lead by Example

Employers and employees can display integrity in the workplace through leading by example. When individuals lead by example, they set the foundation for appropriate workplace behavior. Leading by example improves personal awareness, sensitivity to others and accountability which are all necessary for ethical behavior and integrity.

Continued on Page 7



IAAP Core Values – INTEGRITY

Do not steal your employer's time

If your work hours are 9 to 5, don't show up at 9:10 and then clock off early, unless you have prior permission to do so. Many times, employees arrive for work at 9:00 then take 10 – 15 minutes to freshen up, get coffee, visit – and are not ready for work until 9:15. And at the end of the day, they take 10-15 minutes to “get ready” to leave. Over one month, regularly missing 30 minutes per day amounts to over 13 hours that you have stolen from your employer.

Never bad mouth your employer

Even after work hours, you should be careful of what you say about your employer. If you visit a public place, such as a restaurant and start talking badly about your employer, changes are someone who knows your company may hear you and repeat what you have said. Disloyal employees are not wanted and are often given their marching papers. Even if you do not agree with your employer, keep your thoughts to yourself. I would even suggest it's time to look for another employer.

Be industrious

Have you ever notices how lazy employees seem to have more to complain about than those who are industrious? The fact is, that even very boring work can be easier to handle if employees stay busy. And it also makes the day go by more quickly.

Employees who maintain their integrity and who give their employers an honest day's work are more likely to gain their employer's respect and be assigned more responsibility. They will be the ones remembered when promotions come around and added bonuses will come with that. But most important of all, they will have a better conscience and feel more secure in their job if they are careful to maintain their integrity within the workplace.

“Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not.” --Oprah Winfrey

Jocelyne April, CAP-OM 2012-2013 Western Canada Division President Elect



Certification



Certified Administrative Professional (CAP) and Organization Management (CAP-OM)

We wish those members who are preparing to write the CAP and CAP-OM exams on November 3rd **all the very best**. Give yourself a 'pat on the back' as you study and know we are cheering you on.

Let us encourage each other to 'Be The One' as we work towards our personal goal whether it is attaining certification, recertifying, attaining 'Member of Excellence' or taking on a position in the chapter. What is your goal this year?

The next deadline for applications to write the exams must be received at headquarters is February 15, 2013 and the date to write the exams is on May 4, 2013.

Debbie Gomersall, CAP Chair WCD Certification

What's in Your Future?

Is a position on the Western Canada Division Board in your future?

The Western Canada Division is looking ahead to fill positions on the 2013-2014 year. Nominations will be requested for the positions of Division President-Elect, Vice President, Treasurer and Secretary. The current President-Elect will automatically succeed to the position of Division President.

It is a benefit to all chapters and members of our division to keep our board strong and effective. If you believe that you have the skills to be an effective leadership resource or would like to learn these leadership skills, consider what a position on the board can do for you.

Serving on the Division Board is a very rewarding and educating experience. As a member of the board you will expand your IAAP network, liaison with professional administrative members in our division and yes, you will have the opportunity to travel.

What's in your future-I hope the Western Canada Division is.

Jayne Clark Nominations Chair, WCD



Pathways to Excellence – Updates and Upcoming Deadlines

Great news members ... confirmation has been sent from HQ that WCD Criterion #2 has been successfully submitted and received!

Upcoming Deadlines

Criteria #3 – Chapter submits budget and annual financial review/audit report **to Chapter members with a copy to the Division by November 1st.**

CHAPTER OF EXCELLENCE DEADLINES TO REMEMBER

#1 Send Delegate to EFAM	July 2, 2012	√
#2 Send Annual Meeting Calendar	October 1, 2012	√
#3 Send Budget & Financial review/audit report	November 1, 2012	
#4 Send Business Plan	April 30, 2013	
#5 Hold Membership Drive/Submit form	June 1, 2013	
#6 Hold New Member Orientation/Submit form	June 25, 2013	
#7 Send Delegate to Division Annual Meeting	Division sets deadline	
#8 7% of members earn Member of Excellence	June 30, 2013	

As always, this information is available on the website(s) but if you need any additional information, please don't hesitate to contact me. Have a GREAT IAAP year!

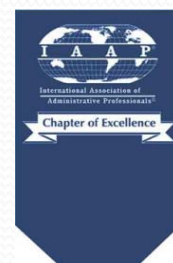
Maureen Glover, CAP-OM Western Canada Division Pathways to Excellence Chair
Email: mglover@westport.com

IAAP Regina Chapter has gone live – YES LIVE!!!!!!

We are on Facebook and would love for you to “like” us. In the search engine, type in: IAAP Regina Chapter and you will find us as a Facebook page.

On the page, we will have our education brochure, information about our monthly meeting that happens on the 2nd Tuesday of the month, pictures of previous events and other tid bit information just to name a few. We hope you will “like” us on Facebook.

Michelle Zahayko, Annissa Spechko and Marie Olinik, Social Media Committee



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!

Have you liked us yet? 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 Linked In 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.



Coming in the next issue.....

Next month your Western Board Treasurer Michelle Zahayko will be presenting an article on the next of the IAAP Core Values - **Respect**. Anyone who knows Michelle, knows she respects those budget numbers. There will also be many more interesting and informative articles in our next issue. Stay tuned.



Upcoming Events.....

Division Meetings

Canada Division's Conference (CDC)

May 23-25, 2013 - Lethbridge, Alberta

The Western Canada Division Annual Meeting is held during CDC.

International IAAP Meetings and Events

Education Forum and Annual Meeting (EFAM) Anaheim, California

July 27-31, 2013

The 2013 Education Forum and Annual Meeting will be held at the Marriott Anaheim Hotel in Anaheim, California.

Futures Conference (Strategic Planning Session)

March 15-16, 2013 - Anaheim, California

Technology Education Conference – TEC

March 17-20, 2013 - Anaheim, California

WCD CONNECTIONS



To submit articles or to advertise administrative events in your area, contact Karin Hares CAP-OM (khares@shaw.ca).

Submissions are due the 1st of each month.

WESTERN CANADA NEWSLETTER

