The Complement

SEPTEMBER 2011

President's Message P.1
International News P.2
Committee Reports P.5
Upcoming Events P.8

IAAP®
International Association of Administrative Professionals®
Birmingham Chapter

A Message from the President

IAAP's Educational Forum and Annual Meeting (EFAM) was an exciting experience. It was quite evident that the influence of IAAP is not just on individuals, chapters or divisions. IAAP's influence is international. Jami Wilson, CAP, and I had the opportunity at EFAM to meet IAAP members from around the world and we were all there for the same reason; we want to be the best at what we do. This was also a great networking opportunity for making those connections that could potentially help professionally and personally. You never know when your boss may travel to a city where you have an IAAP connection from whom you could get valuable information for him/her, therefore, making yourself indispensable.

Programs are provided for members from the international level, i.e. EFAM, to the chapter level, i.e. monthly programs and seminars. It is up to each member to take advantage of those opportunities to develop the skills needed to increase productivity and value. By increasing our worth to our employer, we actually increase our self-worth. When we feel better about the job we do, we will do a better job. The benefits keep increasing.

The Birmingham Chapter board is working hard to provide programs and networking opportunities for each of our members to grow professionally and personally. You will only get what you are willing to go after. If you want to learn new skills and network, then you need to attend the meetings and programs. Our chapter is only as good as its members. No matter how hard the board works, it depends on each of you to make our chapter the best it can be. For this chapter to grow and thrive, for each individual to grow professionally, we need you. We need you to step up and have a vested interest in this chapter. Let us know what you need and expect if we are not providing it. Let us know what will make your membership more valuable to you. We are listening.

At the end of the day, we each want to be able to stand and say we did our best and made a positive difference in the world around us.

Remarkable is not a destination, but rather a journey. The path changes constantly. We cannot remain in one place. What is remarkable today, may not be remarkable next week or next year. By announcing that we are Making the Leap to Remarkable to the world, we have to continue to benchmark and challenge ourselves to be just that - there is no resting on our laurels.

We have to be brave. Rather than fear change, we must go forth and make our mark. IAAP must continue to grow and change, so we, rather than others, will be challenging and defining what is remarkable not only in our association, but in our profession. We have to endeavor to step up, think big and lead the way.

2011 Incoming President
Tamra Goodall, CPS/CAP

Delivered Wednesday, July 27, 2011, in Montreal

IAAP Podcasts

Mobile Devices And The Office

Mobile devices have become ubiquitous. Let Annette Marquis from TRIAD Consulting tell you what it means for you as an admin, if you should be bucking for some of your own, and what's the upside and downside of this techno-invasion.

Let Me Hear Your Body Talk

Body language speaks louder than words. But exactly what it says can depend on one's culture and other factors.

Admin: From Task Master To Innovator

Dan DeSalvo says that the role of the admin is changing – employers are now requiring that career-minded admins step up to the plate and use both left and right sides of the brain. Can and should all admins meet this expectation?

Become a Member of Excellence

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification.
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level). Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

1st Annual Boss of the Year Event

Tuesday, October 18, 2011

International Association of Administrative Professionals®
Birmingham Chapter

Selection Criteria

October speaker, Julie Bell of State Farm Insurance, will select the winning entry based on the following points system:

- **Supervisory Skills: (0 - 40 points)**
  - Enhancing employee performance
  - Leadership/management skills
  - Organizational skills
  - Community involvement.
  - Motivating self and employees
  - Respect and responsibility in the work place
- **Interpersonal Skills: (0 - 40 points)**
  - Communication
  - Professionalism
  - Active listening skills
  - Conflict resolution
  - Humor
  - Observant
  - Positive Attitude
- **Employee Personal and Professional Development: (0 – 20 points)**
  - Encouragement/Support of employee development
  - Career Mentoring
  - Continuing education support
  - Delegating

See page 8 for a printable Save the Date card to pass along to your boss.

Qualifications

- Must be submitted by a Birmingham Chapter Member
- Nominee must be your Executive or Immediate Supervisor
- Submittal must be in essay form no more than 2 pages typed with 1.5" spacing in *blind format**

SUBMIT YOUR NOMINATION FORM by September 30, to Robin Prentice, CAP at rprentice@acme-assn.org

Nomination Forms are available on our website.

** To help assure impartiality, nominee's name, title, and department are noted only on the front cover page. For all other pages, do not use the nominee's name, agency, department, or reference to gender.*

Annual Benefit Auction

November 16, 2010 • 5:45 PM

Auction Preview Opens at 5:30 PM

The Birmingham Botanical Gardens
2612 Lane Park Road
Birmingham, AL 35223

The Silent Auction benefits: Birmingham Chapter Programs & Scholarships

This is an important fund -raising event for the year, and we need everyone's participation to make it successful.

Thank you all in advance for your help and support.

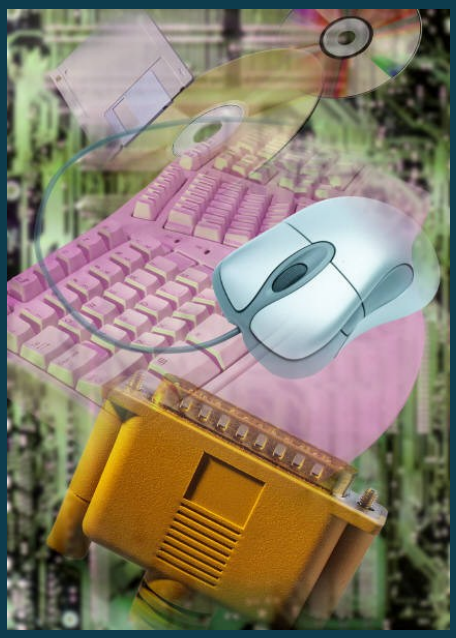
Members: We need your help!

- ☑ Request a donation on behalf of your employer or other community businesses.
- ☑ Complete the Donation Form.
- ☑ Bring item(s) to our September and October Meetings so we can make plans *(or contact a board member to arrange for it to be picked up)* .

Some of the items we already have include :

- Autographed copies of books by Clinton Kelly, star of TLC's, *What Not To Wear*, and Motivational Speaker Sam Glenn.
- Custom-Made Jewelry
- Laptop Bag

Donation Forms and flyers will be available on-line and at the upcoming meetings.



Announcing: *Quarterly Tech Tips*

Technical Software Training will be offered quarterly on Saturday mornings. More specific topic information will follow. The first class is scheduled for November 12 at 9:00 a.m. at Children's Hospital Downtown. Pricing is as follows:

Birmingham Chapter Member:	$5.00
Alabama Division Member:	$10.00
Non-Member:	$20.00

Reservations and payment deadline is 2 weeks prior to each class.
Contact Jami Wilson, CAP at jwilson@volkert.com or 205.441.8448

Committee Reports

Ways & Means Committee
Chair Needed

Please contact President Robin Prentice, CAP if you would like to help with this committee!

We have coupon books available for $20.

Please save the date of the annual auction benefiting chapter educational programs. It will be held at the regularly scheduled meeting on Tuesday, November 15. We have autographed copies of Clinton Kelly's book "Oh No She Didn't" and motivational speaker Sam Glenn's book, "A Kick in the Attitude."

Business & Community Affairs
Joellyn Heaton, CPS/CAP

The committee will focus this entire year on letting business leaders, and the leaders of our members' organizations, know what IAAP can do for their employees. **We will begin by requesting that each member provide the email address of your executive to add to the newsletter distribution list.** We also request that those of you who receive assistance with your dues and professional development **please ask your employer to provide a short endorsement of 1 or 2 sentences to feature in the newsletter.**

If you are passionate about IAAP and interested in promoting the Chapter to the community, please contact President Robin Prentice, CAP about how you can help.

Membership Committee
Wanda Jackson

If you would like to order the new logo pin "Making the Leap to Remarkable," please notify chapter treasurer, Helen Allen.

Please support the caterers who attended Taste of the Town. Blair Stroop of Rx Catering provided a delicious pot roast and mashed potatoes and McAllister's Deli (McCalla) provided sandwiches and cookies. We appreciate their participation!!

Blair Stroop
General Manager
RX Catering-Birmingham
(205) 822-2837
www.RxCatering.net

Online Ordering

MS Word Styles

If you don't use styles, it's time to start. Tables of Contents and other power features rely on heading styles. Word 2007 introduces Style Sets, which are groups of styles saved together. More next issue...

A Kick in the Attitude
Sam Glenn

"Is your attitude in the way or making a way?"

Oh No She Didn't!...
Clinton Kelly

"I am only going to say this 27,352 times before my career is over: Instead of the Mom Jean, go buy a pair of dark-wash trouser jeans. They should rest about an inch below the belly button. They should also hang from the widest part of the hip, straight to the ground. Hem them so that they are about a quarter of an inch off the floor. Then throw your old jeans into the biggest, most raging, blazing fire you can find."

Chapter of Excellence

CONGRATULATIONS! We are happy to report that the Birmingham Chapter fulfilled all criteria to become a **Chapter of Excellence for 2010-2011.** The chapter could not have achieved this honor without the efforts of our members.

A Chapter of Excellence receives a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a $100 IAAP gift certificate or $150 credit toward subscription to the IAAP Web Community.

The board has elected to accept the $150 credit to the Web Community. Over the next few months, watch for significant changes in our webpage and how we distribute information to members.

Criteria for Chapter of Excellence are as follows:

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.

IAAP Chapter of Excellence 2010-2011

Deadlines

follow our progress...

✓	#1	October 1, 2011
	#2	December 31, 2011
	#3	June 1, 2012
	#4	June 25, 2012
	#5	April 30, 2012
	#6	Set by Division
✓	#7	July 4, 2011
	#8	June 30, 2012

The IAAP Pathways to Excellence 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.

The program principles are:

Certification
Commitment
Communication
Education & Training
Fiscal Responsibility
Leadership Development
Marketing
Programs & Participation
Recruitment & Retention
Strategic Planning

IAAP International Association of Administrative Professionals® Pathways to Excellence

Fundraising Project

Ask your Family, Friends and Co-workers to help us reach our goal of 5,000 Box Tops!

An education grant in the amount of $2,000 will be provided by Avery to the chapter that collects the largest number of Box Tops coupons in support of the program.

An education grant in the amount of $500 will be provided by Avery to the chapter collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible.

Avery® Box Top$® for Education Challenge

Box Tops for Education coupons can be found on many everyday household products. Currently, nine major manufacturers (General Mills, Avery Dennison, Kimberly-Clark, S.C. Johnson, Nestle, Pactiv-Hefty, Land O'Lakes, Welches and Brita) participate in the program and offer a wide selection of products that carry Box Tops coupons.

In fact, Box Tops are now carried on more than 2,000 products that can be found in grocery stores, club stores, drug stores, mass merchandisers and office and school supply stores.

Box Tops For Education is a registered trademark of General Mills used with permission.

1st Annual Boss of the Year Event

IAAP
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Birmingham Chapter

Save the Date!

Program: Leadership Tools
Speaker: Julie Bell

2011 Boss of the Year Award to be Announced!

Tuesday, October 18, 2011

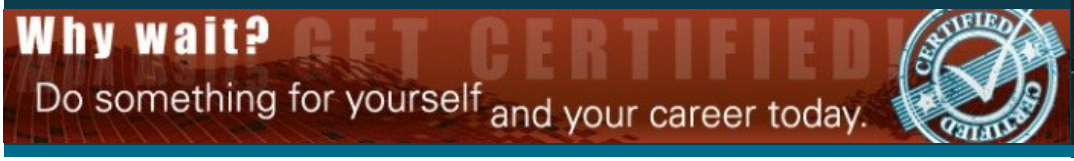
Birmingham Botanical Gardens
2612 Lane Park Road
Birmingham, AL 35223

Professional Certification

Exam Dates: Nov. 4-5, 2011
May 5, 2012

Deadline Dates: Aug. 15, 2011
Feb. 15, 2012

IAAP's Certification Program will be changing effective November 2011. For more information visit: www.iaap-hq.org/certification



Upcoming Events

9/20/2011—September Business Meeting

Program: Meeting & Event Planning
Speaker: Jay Brown, Alliance for Continuing Medical Education
Business: Bylaws

10/18/2011—Boss of the Year Event

Program: Delegating, Empowering and Increasing Influence
Speaker: Julie Bell, State Farm Insurance

11/12/2011—Quarterly Tech Tips

Program: Microsoft Office 2010
Speaker: TBA

11/15/2011—Benefit Auction

Program: Google Tools
Speaker: TBA

TBD—Benefit Yard Sale

Bring your unwanted items to the September and/or October meetings to help raise money for chapter programs.

Casual Corner

- Edna Henry recently had hip surgery. Please keep her in your thoughts and prayers. You can send her well-wishes at ednah5@aol.com
- Please send your birthday (mm/dd) to Newsletter Editor, Anita Wilson if you would like to be recognized in the newsletter.
- Watch for more information on our charitable **Holiday Social** to be held at the Lovelady Center in **December**.

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

Newsletter Editor

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