

IAAP[®]

Birmingham Chapter

March 2010



International Association of
Administrative Professionals[®]
Birmingham Chapter

The objectives of IAAP shall be to elevate the standards of all administrative professions and to promote their working relationship with management through continuing education, authorized programs, and publications.

2009-10 Board of Directors

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Newsletter Editor
c/o UAB School of Education
1530 3rd Ave S, EB217
Birmingham, AL 35294-1250

Phone: 205.934.5322
Fax: 205.934.7801
E-mail: avwilson@uab.edu

"Commitment in Action" Message from the President Edna Henry

Greetings,

IAAP is worthwhile organization that provides great learning skills for all types of administrative job titles. IAAP not only offers professional training and certification, it also gives you the opportunity to network with other professional in the administrative field.

The Birmingham Chapter has tried to provide great speakers for the monthly meetings. We hope that the speakers have given you the tools you need to be come more productive in your career. In addition to our efforts, Headquarters has also taken steps to improve the ways it assists us. One of these is an improved website; please take 5 or 10 minutes a day to explore it at: www.iaap-hq.org. There you will find a wealth of knowledge from which you will benefit.

One of IAAP's goals is to prepare each member to take on a leadership role. Our chapter needs **You** to take on a **Leadership Role** by becoming more active in one or more Committees, agreeing to serve as a Committee Chairman, or accepting a position on the Board of Directors. Don't let fear keep you from becoming the leader that you can be. It will only take a few weeks before you will become a pro! If you have not signed up and are asked to take a Committee or Board position, please don't hesitate to say, "YES!" Remember we are all willing to help you in any way we can. We all started as "newbies" at one time and are here to coach and mentor each other as Col. Bright reminded us at the Seminar.

Speaking of the Seminar—Thanks to **Renita Hill** and her committee for a great Annual Educational Seminar. Those on the Committee took a leadership role.

Congratulations to **Robin Prentice**, Birmingham Chapter 2010 Administrative Professional of the Year. Thank you, Robin, for taking a leadership role. All Chapter members should be making plans to attend our Annual Administrative Professionals Day Luncheon, where Robin will be introduced to the Birmingham Business Community.

Thank you, **Helen Allen**, for taking the leadership role in ensuring that the Birmingham Chapter will continue its 59-year-old tradition of hosting a Luncheon for area administrative professionals.

Thanks to **Jami Wilson CAP** for her willingness to instruct those who are sitting for the CPS/CAP exams in May. Jami took the leadership role.

Thanks to all who have taken leadership roles for the Birmingham Chapter in the past, now and in the future! This is truly Commitment in Action.



Committee Reports

Annual Seminar Committee

Renita Hill, Chairman



Thanks to all who attended and/or worked to make our Annual Seminar on March 5, a success! If you were not among the 25 or so attendees, you missed seeing Treasurer **Jami Wilson CAP** dressed in a naval aviator flight suit!

LTC Bruce Bright & Jami Wilson CAP

Lt. Col. (retired) Bruce Bright gave us 6 steps to building a team that just happened to use his name,

BRIGHT, as the acronym, and reminded us that we are coaching and mentoring each other.

A. Faye Boykin-Calhoun reminded us that we all have a belief system and whatever we believe of ourselves, the world will believe, also.



Afternoon speaker A. Faye Boykin-Calhoun

Tellis Shoemaker from Dorothy McDaniel's Flower Market brought each attendee a rose and gave away a lovely spring arrangement. She told us about the many services offered by the company, which include stationery, rentals for special events, balloons, gourmet gift baskets and floral design seminars.

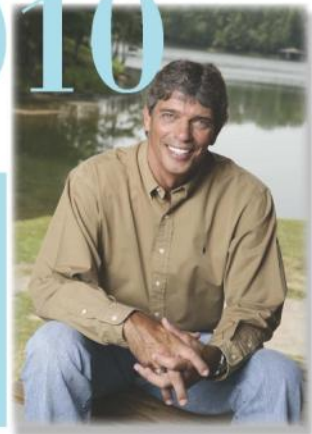
Administrative Professionals Day Luncheon

Helen Allen, Chairman

ADMINISTRATIVE PROFESSIONAL'S DAY[®] LUNCHEON 2010

Wednesday, April 21, 2010
12:00 PM
The Club Grand Ballroom

Speaker, John Croyle, Founder and Executive Director of Big Oak Ranch, Inc.



We at _____ will attend the
(Name of Company or Individual)

59th Annual Administrative Professionals' Day[®] Luncheon to be held on Wednesday, April 21, 2010 at Noon in The Club's Grand Ballroom.

Mailing Address: _____

Contact & Telephone: _____

Please reserve _____ ticket(s) @ \$25 per ticket

Please reserve _____ table(s) of eight @ \$175 per table Amount Enclosed: \$ _____

Please make check payable to: Birmingham Chapter IAAP[®]
Helen Allen; 2851 Walker Ct., Birmingham, AL 35217; (205) 939-6321; helen.allen@chsys.org

DEADLINE for registration is April 12th.



Scholarship Committee

Sandy Short CPS/CAP, Chairman

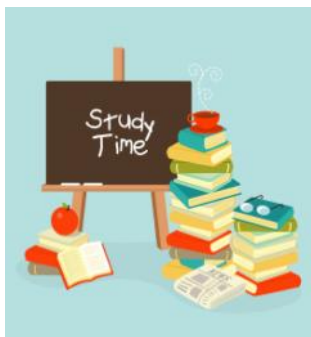
The Scholarship Committee interviewed six applicants on Tuesday, February 23, and Wednesday, February 24. It is our recommendation to the Board and Membership that we award one \$1,000 scholarship and two \$500 scholarships for the 2010-2011 year. The Membership will vote on this recommendation at the March Business Meeting, and the recipients will be introduced at the Annual APD Luncheon in April.

Committee Sign-Up

It's that time of year again—time to be thinking about what committee(s) you'd like to be on for 2010-2011. **Melissa Cooper CPS/PLS**, President-Elect, will have sign-up sheets with each committee's responsibilities available at the upcoming business meetings.



Serving on an IAAP committee helps you make new friends as well as business contacts, helps you gain new skills for your current and future jobs (think, resume!) and helps you understand how organizations and companies work, not just how IAAP works.



Certification Committee
Claudia Burgin CPS/CAP, Chairman

CPS/CAP® Overview – Syllabus

Instructor: Jami H. Wilson, CAP
 2008-2010 Birmingham Chapter Treasurer

Week Nights 6pm – 8pm, Saturdays 8am – 12pm
 March 16 – April 10

- Tuesday, March 16..... Introduction
 Birmingham Chapter Regularly Scheduled Business Meeting at the Birmingham Botanical Gardens, 6 p.m. (you must RSVP)
 The Rewards of Certification
 Exam Introduction
 Format
 Suggested Review Materials

- Saturday, March 27.....Part I: Office Systems & Technology
 Computer Hardware, Systems & Configuration (12%)
 Document Layout, Design & Reproduction (16%)
 Software (60%)
 Managing Physical Resources (12%)

- Monday, March 29 Part II: Office Administration
 Records Management (28%)

- Tuesday, March 30..... Part II: Office Administration
 Communication (72%)

- Tuesday, April 6 Part III: Management
 Human Resources (48%) Time Management (12%)

- Thursday, April 8 Part III: Management
 Accounting Procedures & Analysis (16%) Communication (24%)

- Saturday, April 10.....Part IV: Advanced Organizational Management
 Organizational Planning (28%)
 Advanced Administration (24%)
 Team Skills (24%)
 Advanced Communication (24%)

Sessions will consist of exam section overview, sample tests and topic discussion. Two light snacks and bottled water will be provided on Saturdays. Vending is available on-site.

MEMBER NEWS

Congratulations to **Claudia Burgin CPS/CAP** on her retirement from Lawson State Community College (formerly Bessemer State Technical College) after 11 years of service.



Welcome New Members!

Sarah Green, who works at Health Port in Hoover.
Wanda Jackson, who works for AT&T, sponsored by Rose Warner Ashford CPS, CTM
Antoinette Johnson, who works at Children’s Hospital and was sponsored by Helen Allen.

BIRTHDAYS



- 3/12 Carole Epstein CPS/CAP
- 3/30 Claudia Burgin CPS/CAP
- 4/7 Jo Anne Garrett CPS
- 4/7 Brenda Walley CPS
- 4/15 Margaret Dillon CPS
- 4/18 Irene McCombs CPS
- 4/19 Greta Whitfield
- 4/20 Marcia Heath CPS/CAP

IAAP Communication Policy

IAAP wants its members to know their privacy is respected; that's why we have a communications policy in the [IAAP Policy Manual](#). IAAP does not rent its membership postal mailing list to approved vendors of products and services targeted to Administrative Professionals. Due to IAAP’s commitment to privacy, members have the right to omit their name from inclusion on such lists and should contact Headquarters to do so. IAAP shall only use its member e-mail address list for purposes solely related to International business, including information distribution, event notification, research, including surveys, and publications.

UPCOMING EVENTS



March 16	Chapter Business Meeting IMPACT Meeting <u>Speaker:</u> Jami Wilson CAP <u>Program:</u> <i>Certification</i>
April 20	Chapter Business Meeting—Vote on Bylaws <u>Program:</u> <i>Ethics for Professionals</i>
April 21 Noon	Administrative Professionals Day Luncheon The Club Grand Ballroom
May 7-8	CPS and CAP Exams
May 18	Chapter Business Meeting—Election of Officers <u>Program:</u> <i>Team Building</i>
June 4-6	Alabama Division Annual Meeting, Birmingham, AL
June 15	Annual Business Meeting & Installation of Officers
September 21	Chapter Business Meeting
October 19	Chapter Business Meeting Executive’s Night
October 17-20	International Certification Conference Louisville, KY
November 16	Chapter Business Meeting

PROFESSIONAL DEVELOPMENT FORM

Now is the time to start preparing your Professional Development Form for 2009-2010! It is very important that we have a form for each member, no matter how few points or insignificant yours may seem. Every point counts in making the Birmingham Chapter #1!

Our Chapter Secretary, **Joe Ann Steele**, will compile the forms to submit a Chapter form to Alabama Division. At the Alabama Division Annual Meeting, individual and chapter awards will be given to those with the most points. We're all winners because the points represent our commitment to continuing development in our personal and professional lives!

Follow this link: <http://www.iaapalabama.org/iaapalformguidelines.htm> and choose "2009-10 Professional Development Form (Excel spreadsheet)." This form covers May 1, 2009, through April 30, 2010.

To get you started, here are things you should have, or will have attended by April 30:

Chapter Educational Programs—February 2010

Chapter Educational Programs with Recertification Points—May 2009, September 2009, October 2009, November 2009, January 2010

Alabama Division Seminar at Annual Meeting—June 5, 2009, 0.3 CEUs & 3 recertification points

Alabama Division PESC—February 19-20, 2010, 8 hours

Birmingham Chapter Annual Seminar—March 5, 2010, 5 hours

And, don't forget any training programs you have through your company.

Remember your college degree, certification and civic organization activities count, also. It only takes a few minutes to complete the form because we all have a folder in our desks with our course certificates, letters of commendation, etc. for our annual performance evaluations and resumes—right?!

If you have any questions, contact Joe Ann on 414.3905. Please submit the Member Form and the Documentation Worksheet forms (no backup documentation is required). The deadline to submit the form is **May 3, 2010**. You can email them to joe.steele@birminghamal.gov, fax them to 414.3906 (please use cover page), or mail them to Ms. Joe Ann Steele, Birmingham Botanical Gardens, 2612 Park Lane Road, Birmingham, AL 35223.

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. The website link for this program is <http://pathways.iaap-hq.org>.

The program has a set of guiding principles; learn more under the "Principles" tab. You can learn more about these distinctions under their individual tabs, or you can consult our Pathways to Excellence FAQ for more information.

If you are having difficulty locating the P2E forms to complete, you can contact Ben McClanahan at HQ at bmccclanahan@iaap-hq.org.