



## 2013-2014 Business Plan of the Birmingham Chapter of the International Association of Administrative Professionals

The IAAP mission is “Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.” The Birmingham Chapter does this through the following activities.

### I. A vital and growing chapter.

#### A. Organizational Structure

1. Update Bylaws on a regular basis to ensure compliance with International and Division Bylaws, allow for maximum flexibility and reflect current operational procedures of the chapter.
2. Determine which committees are essential to the operation of the chapter and eliminate unnecessary activities.
3. Develop an annual budget and review finances yearly to ensure appropriate activities are being planned and budgeted for. Submit budget and annual financial review documents to Division by November 1.<sup>#\*</sup>
4. Strategic and succession planning with membership followed by submission of current Business Plan to Division VP by April 30.<sup>#\*</sup>

#### B. Membership Recruitment and Retention

1. Increase membership by encouraging each member to recruit one new member and/or submit information for one prospective new member to the Membership Secretary. Achieve a net increase each year.
2. Conduct at least one membership drive per year.<sup>#\*</sup>
3. Clearly communicate the value of membership through yearly New Member Orientation.\*<sup>#</sup>
4. At least 7% of members attain Member of Excellence.\*
5. Conduct annual member survey.<sup>#</sup>

#### C. Participation in programs with monetary rewards.

1. Achieve as many criteria of Chapter of the Year and Chapter of Excellence as practicable.
2. Apply for Avery Dennison Chapter Achievement Award.<sup>#</sup>

### II. Professional Development of Members

#### A. Encourage and support members to commit to life-long learning.

1. Sixty percent (60%) of chapter meetings offer recertification points.<sup>#</sup>
2. Promote attendance at chapter annual educational seminar.<sup>#</sup>
3. Promote attendance at ADAM and EFAM by all members. Provide funds for chapter delegate to attend. If possible, provide at least registration funds for chapter alternate.<sup>#\*</sup>
4. Promote attendance at Leadership Advance and ADSC and/or other Division meetings.<sup>#</sup>

\*Denotes *Chapter of Excellence* requirement.

#Denotes Alabama Division *Chapter of the Year* requirement.



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5. Encourage participation in the Certification program.
    - a. Maintain library of materials for those studying for the exam.
    - b. Hold training sessions to prepare those sitting for the exam.
    - c. Recognize certification holders regularly at chapter meetings and events.
  
  - B. Conduct annual events to promote profession and showcase those members who epitomize profession.
    1. Hold annual Administrative Professional of the Year event. #
    2. Sponsor Administrative Professionals Week event. #
  
  - C. Publish a monthly chapter newsletter to keep members informed on upcoming educational programs, community service projects, and chapter events. #
- III. Business and Community Awareness
- A. Maintain chapter website with current, up-to-date information. #
  
  - B. Meetings for the year provided to members and division by October 1. # These will also be posted on the website and in the monthly chapter newsletter.
  
  - C. Encourage all members to participate in selected community service projects throughout the year. #
  
  - D. Sponsor a Boss/Executive Recognition event annually. Encourage members to nominate executives with whom they work for the Boss of the Year award. Invite members' executives to attend the meeting and have a speaker and topic of interest to the executives. #
  
  - E. Sponsor an annual scholarship program.
    1. Invite scholarship recipients to all chapter events.
    2. Recognize scholarship recipients at annual Administrative Professionals of the Week event.

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