



Birmingham Chapter

Chapter #43512

www.iaapbirmingham.org



2011-2012 Birmingham Chapter Board of Directors

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October 17, 2011

Dear IAAP Supporter:

Each year, the Birmingham Chapter of the International Association of Administrative Professionals® (IAAP) organizes a Benefit Auction to raise funds to support our educational seminars. This year, we will hold a Silent Auction at our regular business meeting on **Tuesday, November 15, at 5:45 p.m.** at the Birmingham Botanical Gardens.

Administrative Professionals are the key to gaining access to businesses. Admins are asked to make recommendations for travel and lodging, office suppliers, catering and corporate gifts. In exchange for your donation, the Birmingham Chapter can offer you:

- Free job postings on our website
- Free ad in our newsletter or website
- First refusal on providing a speaker for our monthly professional development programs or annual seminar
- Promoting you with our members who are seeking jobs
- Distribute your marketing materials at our meetings

The Association works in partnership with businesses to promote excellence in the administrative profession. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and other administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP. Our goal is to be the acknowledged, recognized leader of administrative professionals, and our mission is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective. Through sponsorships and support from businesses like yours, we are able to meet our goal and mission. IAAP is a not-for-profit professional organization.

Please consider making a donation to assist us in having a successful benefit auction. Complete the attached donation form and return it to me by fax or email. If you have any questions, please feel free to contact me during the day on 934.9713, or by email at awilson@uab.edu. I will make arrangements to pick up the item at your convenience, or you can mail to me by November 11, at the address below. Your support of the Birmingham Chapter of IAAP is genuinely appreciated.

Sincerely,

Anita Wilson
Ways & Means Committee Chairman
2353 Garland Drive
Vestavia Hills, AL 35216

Attachment

Visit our website at www.iaapbirmingham.org to learn more about the Birmingham Chapter.

