

IAAP MISSION

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

CORE VALUES

Integrity

Respect

Adaptability

Communication

Commitment



2011–2012

www.iaap-peninsula.org

2011–2012

Peninsula Chapter Board of Directors

President

JoAnn Panuska

Vice President

Bev Ware, CAP-OM

Secretary

Maryann-Ann Grocki

Treasurer

Phyllis Kirkman, CAP-OM

“Our journey together this year will be remarkable; Our destination: Excellence. By embracing a remarkable and winning attitude, together we will take IAAP to the next level and beyond, thus ensuring members and leaders will be leaving a Legacy of Excellence, Achievement and Passion for others to follow, and that will always keep IAAP remarkable.”

Tamra Goodall, CAP-OM

International President 2011-2012

www.iaap-hq.org



International Association
of
Administrative Professionals

Peninsula Chapter 2011–2012



What is an “Administrative Professional”?
IAAP defines Administrative Professionals as “individuals who are dedicated to performing administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen field.”

Our History

The Peninsula Chapter is a dedicated group of administrative professionals who are committed to personal and professional development and serving their community. The chapter was formed on December 7, 1957, as a part of the National Secretaries Association (NSA). In 1982, NSA became Professional Secretaries International (PSI).

The Association's name was changed again in 1998 to the International Association of Administrative Professionals (IAAP) to encompass the largest number of varied administrative job titles and recognize the advancing role of administrative support staff in business and Government.

From its humble beginnings with only a handful of members, until now with approximately 28,000 members the Peninsula Chapter has grown tremendously and today boasts a steadily growing membership along with a continued reputation for excellence.

Visit our web site to learn more about all the wonderful aspects of belonging to **OUR** family www.iaap-peninsula.org.



Monthly meetings convene on the second Tuesday of each month at Sentara Careplex Hospital, 3000 Coliseum Drive, Hampton, VA. First floor conference room C-Main Building.

5:30 PM –Networking

6:00 PM –Program

7:00 PM –Business Meeting

The cafeteria and Subway is conveniently located next to our meeting room. Feel free to pick up your dinner and bring it with you to the conference room.

Benefits of IAAP Membership

- ◆ International network of colleagues, trainers, experts, and managers
- ◆ Personal and professional development resources
- ◆ Leadership opportunities
- ◆ Professional certification
- ◆ Subscription to OfficePro magazine
- ◆ Subscription to IAAP Connections e-newsletter
- ◆ Discounts from our business partners, including Office Depot and UPS

Annual Dues

	Professional	Student
International	\$83.00	\$50.00
VA/WV Division	\$10.00	\$ 0.00
Peninsula Chapter	\$12.00	\$ 0.00
TOTAL	\$105.00	\$50.00

New members are also charged a one-time administrative fee of \$15.00.

2011-2012 CHAPTER MEETINGS



July 14	No Program
August	No Meeting
September 13	You can earn a degree while being a wife/mother/full time employee
October 11	Executive Night History of Newport News, VA
November 8	Time/Project Management
December 6	Holiday/Anniversary
January 10	Mediation and its uses from divorce to business issues win/win for all
February 21	Retirement Plans are not created equal
March 14	Everything you wanted to know about planning a meeting but was afraid to ask
April 10	Membership Meeting
May 8	Let's have fun—Team Building
June 13	Annual Meeting