

Advantages of IAAP Membership

PROFESSIONAL BENEFITS

IAAP provides a wealth of benefits and opportunities to its members. Below are just a few:

- ◆ Face-to-face, web and personal education and training via local, regional, national and international conferences, seminars, workshops, meetings and conventions
- ◆ Opportunities to develop leadership, communication and teamwork skills through participation
- ◆ Local, regional, national and international networking with colleagues for consultation, advice and discussion through online forums and webinars
- ◆ Access to IAAP's Website for information, research and resources around the world
- ◆ Eight issues of OfficePro magazine and 24 issues of OfficePro express e-newsletters to keep up with latest technology and trends in office administration
- ◆ Certification training and examination opportunities
- ◆ Discounts on products and services provided by sponsor companies
- ◆ Continuous support by other administrative professionals to help you expand your professional and personal growth in your profession

PROFESSIONAL CERTIFICATION

IAAP offers two professional ratings. The Certified Professional Secretary® (CPS) and Certified Administrative Professional® (CAP) ratings are recognized standards of proficiency.

The CPS and CAP examinations are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration and management and know how to apply the principles of good human relations and communications. Some of the examinations are also based on knowledge acquired by the office professional through formal education and informal reading. Employers expect their admin to be familiar with current technologies in office practice and procedures and aware of developments in office systems and technology. Note, IAAP's certification program will be changing effective November 2011.

ANNUAL EVENTS

- ◆ NC Division Annual Meeting
- ◆ International Education Forum & Annual Meeting
- ◆ August Social
- ◆ December Holiday Celebration
- ◆ March Membership Meeting

WHY CERTIFY?

- ◆ **Higher Salary Possibilities** - The recent salary guide by OfficeTeam states that those with a CPS or CAP can earn up to 7% more per year than those that do not have certification.
- ◆ **Job Advancement** - Certification gives a competitive edge for promotion and hiring.
- ◆ **Professional Skills** - Individuals learn more about office operations and build skills by studying for and taking the CPS or CAP exams.
- ◆ **Esteem** - Attaining certification demonstrates to an employer commitment as a professional.
- ◆ **College Credit** - Many colleges and universities offer course credit for passing the CPS or CAP exams.

HOW TO JOIN THE CHARLOTTE CHAPTER

If you would like to join the Charlotte Chapter or have any questions about membership, our Membership Director is **Barbara Porter**, at bporter@cha-nc.org or go online to the website at www.iaap-charlotte.org to complete membership application.

WHAT IS AN ADMINISTRATIVE PROFESSIONAL?

IAAP states, "Administrative Professionals shall be defined as individuals who are responsible for 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 profession."

IAAP MISSION

IAAP's mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

ABOUT US

The Charlotte Chapter was chartered in 1948 and has been a pillar of the North Carolina Division and the Charlotte community for over 62 years. The chapter has sponsored numerous professional development seminars, hosted several fundraising events, and community service activities.

The chapter encourages administrative professionals to develop their leadership and professional skills.

The Charlotte Chapter strives to maintain a legacy of outstanding service to the association, the profession, the employers, and the community by upholding its mission. Membership into the Charlotte Chapter is available to all professionals.

CHAPTER MEETINGS

When: The 2nd Monday of the Month

Where: Hilton Charlotte Executive Park
5624 Westpark Drive, Charlotte, NC 28217

The meeting cost is \$22.00 which includes:

- ◆ 5:30-6:00 p.m. Networking Session
- ◆ 6:00-6:30 p.m. Dinner
- ◆ 6:30-7:30 p.m. Speaker
- ◆ 7:30-8:00 p.m. Business Meeting

You may make your reservation to visit our next meeting, by contacting **Karen Roth** at karen611roth@yahoo.com to secure your place.

OFFICERS & DIRECTORS

Officers

President	Lillian Taylor
Vice President	Lucy Miller
Secretary	Lori Westneat, CPS/CAP
Treasurer	Joyce Leatherwood, CPS/CAP
Past President	Vanessa Jones, CPS/CAP

Directors

By-Laws & Standing Rules	Amber Smith
Certification/Education	Vanessa Jones, CPS/CAP
Chapter Procurement	Carolyn Waddell
Community Service	Rosalind Hunter
Hospitality	Karen Roth, CPS/CAP
Marketing	Molly Rose Nass
Membership	Barbara Porter
Special Events	Ronda Dwyer
Parliamentarian Advisor	Patricia McCaskill, CPS

2010—2011
the year of



The Charlotte Chapter celebrates 62 years as a chapter with the International Association of Administrative Professionals® (IAAP®).



The Charlotte Chapter is also recognized as a:

