

CITY OF LAKES

NEWSLETTER

Happy New Year!

We hope you enjoy this abbreviated version of our City of Lakes Chapter Newsletter.

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THURSDAY, JANUARY 12, 2012

Success By Design - Your Professional Skills Portfolio

Presented by CoL Member Lila Kalish, CAP-OM

In today’s marketplace, you must continually prove your value. Learn how to showcase skills you’ve developed in IAAP by incorporating them into your own Professional Skills Portfolio. Reword your accomplishments and volunteer experiences to highlight workplace attributes that spell recognition, promotion and increased responsibilities. Discover the buzzwords that grab the attention of employers and learn better ways to entice members to volunteer for IAAP responsibilities.

Lila Kalish, CAP-OM, has been an administrative professional for over 30 years. She received her Secretarial Certificate from Wadena Vocational – Technical College. Over the years she has taken college courses at North Dakota State University, St. Mary’s University and University of Phoenix. Lila has experience in multiple industries, including the legal field, professional services, consulting and as a business owner.

Please visit our website for registration information.



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

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President's Message... Happy New Year!

This is NOT your fearless IAAP leader - it is your former-fearless IAAP leader! My gift to Mary Fischer this holiday season was to write the January article so she could concentrate on her family.

A new year. New hopes, dreams, and resolutions. I told my husband, Erik, that if 2012 is anything like 2011 I won't have any complaints. I know so many people are still heavily affected by the "Great Recession", as am I, but month by month life gets a little easier. I wish that for all of us this year.

I don't know that I have new "hopes" or "resolutions" (I could lose 10 pounds...), but I never stop dreaming. My personal dreams for 2012 are simple; new kitchen countertops, paint my office, and have a beautiful garden this summer. My professional dreams are a little harder to define. What are your dreams for your career? What do you want to accomplish this year? We usually tell ourselves and others "I want to grow in my career" or "expand my responsibilities" or "achieve the next level". But what do these statements mean? How exactly do you do accomplish these goals? What steps do you take?

Last month Mary told us all that we need to reinvent our chapter in order to stay relevant to the career-minded administrative professional. This isn't the first time we have had to do this. Our chapter is celebrating 70 years of being THE resource for the "office girl", "clerk", "secretary", and "assistant". If the focus and actions of our chapter did not change 60, 30 or even 10 years ago the chapter would not still be here today. Just as our careers evolve and grow, our chapter must too. **Now is the time for all of us to look to the future - think out of the box, learn a new skill, to reinvent our chapter.** The skills you learn, develop or hone by re-envisioning the chapter WILL help you achieve your 2012 professional dreams and goals.

The world is ever-changing and evolving and now is the time for our 70 year old chapter to again be the most relevant resource for the office professional. **Please contact me if you would like a part in designing and implementing the new look and direction of the City of Lakes Chapter of IAAP. 2012-2013 is going to be a dynamic year for our chapter and you can play an important role along with Georgann Wenisch, CAP-OM. And quite honestly, I cannot think of a better person to work with on such a monumental initiative.**

As Mary said in last month's President's Message:

"Our City of Lakes Chapter continues to have a lot to offer. We want to keep that message while maintaining a reality-based construct. And that means changes: changes in our structure, changes in our approach, and changes in our thinking.

Are we up to the challenge?"

Laura M. Johnson, CAP-OM
Immediate Past-President



"One does not discover new lands without consenting to lose sight of the shore."

- Andre Gide

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IAAP Return on Investment (ROI)

Opportunity. That is the focus of this month's ROI. Again, this is immeasurable when trying to assign dollars to it and invaluable when discussing experience.

As IAAP chapters look to the future for their leaders or companies look for their next new hire, they need look no further than individuals belonging to IAAP. When chapters look for leaders, they need look no further than their own membership list. When companies look for "experienced" employees, who says their only experience lays in the work they are paid for?

When you sign up to work on a chapter's committee, you work together as a team as well as take on individual assignments. We have many **opportunities** to whet your appetite.

Auditing: The Auditing Committee audits the chapter's financial records and reports back to the Board of Directors making recommendations of things that need to be changed. Obviously, this **opportunity** is financial auditing – good practice.

The Membership Committee is responsible to market individual memberships. Of course, the challenge is to increase membership on a tight budget. Imagine having the **opportunity** to add "Increased membership in a professional organization by 10%" to your resume. If you're in marketing, that statement would get someone's attention.

Arranging speakers is one of the charges to the Education Committee. Here is the **opportunity** to not only arrange for speakers, but to be the liaison between the chapter and the meeting location. If you are looking at a hospitality career, a training career that utilizes outside speakers, or even need experience working with a meeting place to arrange for company seminars, this is a good place to get some of that experience. Another *catch phrase* for a resume: "Coordinated informative and well-received monthly meetings for groups of 30 or more people."

There is the Communications Committee which is responsible for the website and also for publishing the monthly newsletter. Here you have the **opportunity** to practice your writing skills by writing articles for the newsletter, arrange the newsletter, and publish the newsletter. As part of the Communications Committee you also have the **opportunity** to keep our website up-to-date and/or work in LinkedIn to keep members and nonmembers informed on what's going on in the chapter. "Maintained the chapter website regularly to keep information new and fresh for members of the organization" would also look good on a resume.

Do you need some accounting practice? Perhaps you want to learn a little about accounting, but not so much as to run a company – just get your foot in the door or assist your boss with budgeting. Everywhere you look employers want experience. Again, here's your **opportunity** to work with others in the chapter to learn how to keep the books for a small company. You'll learn to use Quickbooks and maintain the books for the chapter. You can learn from the ground up. "Performed accounting tasks for a small, not-for-profit organization."

As you can see, there are many **opportunities** within a chapter to learn something new and get some very valuable experience. And, this is only the short list.

One of the best parts of this learning **opportunity** is you create new friendships which also lead to new networks and mentors/mentees. When you struggle with questions or tasks, or someone else is the one struggling, there is now a wider network to get answers.



Dawn Konecny, CAP-OM
Secretary

CITY OF LAKES

Important Certification Changes NOW IN EFFECT!

One Rating

IAAP has moved from a two rating system to a one rating system, with areas of specialty. The one rating is our Certified Administrative Professional, or CAP. We are also offering specialties, starting with Organizational Management, which will be followed by others in the future.

Effective this week, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP with the Organizational Management specialty, CAP-OM. You don't need to do anything to your IAAP record; we will be making the changes automatically.

Active ratings include individuals who have recertified as required every five years. In the case of CPS holders who certified prior to January 1988, your rating is considered active and will be changed. Your certification status has nothing to do with your status as an active member of IAAP. For candidates who tested in November 2011, any appropriate changes to your records will be made automatically after exam results are available in December.

CoL Board of Directors

Mary Fischer CAP-OM
President

fischermm@aol.com

Georgann Wenisch CAP-OM
President-Elect

gwenisch@hallelanhabicht.com

Dawn Konecny CAP-OM
Secretary

konecnyd@zhi.com

Cheryl Davis
Treasurer

cdavis_06@msn.com

Lila Kalish CAP-OM
Asst. Treasurer

lila@millerlaw.com

Laura Johnson CAP-OM
Past President

ljohnson@quadion.com

Recertification

All CAP holders are required to recertify. This is based on the date of your initial rating, or when you last recertified. Passing the Organizational Management exam does not change your recertification date, as this is a specialty exam and not a certification.

These changes do not impact your recertification deadline. Those who previously held a CPS rating will need to recertify five years after they either attained their rating or last recertified. Those who had both the CPS and CAP rating will be expected to recertify five years after they attained or recertified their CAP.

If you have additional questions about recertification, please refer to the Recertification Application.

Proper Usage

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

- Pat Masters, CAP
- Susan Jones, CAP-OM

Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address, or \$45 if mailed to a Canadian address. For those living outside the U.S. and Canada, add an additional \$25 for air mail, or an additional \$80 for courier service.

To order a replacement certificate or plaque if you are within the U.S. or Canada, please complete and submit this form with payment. For those outside the U.S. or Canada, please complete and submit this form with payment. Please allow 4-6 weeks for processing for replacement certificates, and 6-8 weeks for plaques. If you already have a CAP certificate or plaque, you do not need to order a new one.

If you have questions about the change to your personal certification record, you can contact us at certification@iaap-hq.org.

IAAP Certification Department

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Happy Anniversary with IAAP!

December

Mary G. Nelson 1975

Phyllis Werness CAP-OM 1976

January

Jean Allen 2002

Cheryl Davis 2007

Connie Hill 1994

"Use what talents you possess... the woods will be very silent if no birds sang there except those that sang best." - Henry van Dyke

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Editor - Laura Johnson CAP-OM

Contributing Editor - Dawn Konecny CAP-OM

Are you interested in contributing an article? Please contact Laura or Dawn for submission deadlines and/or content ideas. This is your newsletter! Please tell us what you want to know, see and learn!

What's News?

What is new with you? Have you recently been promoted? Changed jobs? Share with us your news.

