

WHAT ABOUT OTHER MEETINGS?

The International Convention and Education Forum is held annually during the last week of July or the first week of August. The meetings are held in a city within one of the six districts. Business sessions are conducted in accordance with parliamentary procedure, with the membership determining policy and action through delegates from the chapters and divisions throughout IAAP.

WHAT DOES A DELEGATE DO?

Each year the Kansas Division allocates funds for the use of a delegate and alternate to represent the division at the International Convention. The delegate (representative) is usually the division president and the alternate is the division president-elect.

As your representative, the delegate attends the meetings and votes on the business presented (such as changes to the bylaws). The delegate and alternate also have the opportunity to network with other representatives from the IAAP community and collect new ideas to implement in our local programs.

After returning home, the delegate prepares a written report of activities, which includes a summary of the major business items handled. The report is distributed to all Kansas members.

Kansas Division Board 2011-2012

President:	Sue Houser, CPS/CAP sue.houser@spiraero.com
President-elect	Carol Zamaitis, CPS carol.zamaitis@greenbush.org
Secretary:	Mary Miller, CPS mmiller@ivyfunds.com
Treasurer:	Ruth Smith, CPS/CAP ruth.smith@spiraero.com

WHERE ARE THE CHAPTERS IN THE KANSAS DIVISION?

- Heartland Chapter (Emporia)
- Jo Co Government Chapter (Olathe)
- Johnson County Chapter (Johnson County)
- Kaw Chapter (Topeka)
- KCK- Sunflower Chapter (Kansas City, Kansas)
- Minisa Chapter (Wichita)

SOUTHWEST DISTRICT

- Arizona-Nevada-New Mexico Division
- Arkansas-Oklahoma Division
- California Division
- Hawaii Division
- Kansas Division
- Missouri Division
- Texas-Louisiana Division

You

Chapter

Kansas Division

Southwest District

International Membership

For more information about Kansas Division and chapter contacts visit:

<http://www.iaap-kansas.org>



International Association of
Administrative Professionals®

WHAT'S A DIVISION?

Kansas Division
554000

International Association of
Administrative Professionals

2011-2012



Kansas Division

WELCOME TO IAAP®!

We hope you will benefit from your association with this progressive and dedicated group of office professionals. We thought it would be helpful to let you know what the Kansas Division is all about and to have an IAAP information resource piece readily available. We're sure you will find the following information useful.

HOW DO I FIT INTO ALL OF THIS?

Once you join a local chapter or become a division member-at-large, you are automatically part of a division and a district, which are integral units of IAAP. The chapter reports up and receives information down through the division level, which sends and receives information from the district level, which in turn sends and receives information through the international level.

The Kansas Division of IAAP currently has eight professional chapters and one student chapter located throughout the state. Each chapter elects its own officers and holds regular educational monthly meetings as well as seminars, workshops, membership drives and other events.

WHO IS IN CHARGE OF THE DIVISION?

The Board of Directors manages the Kansas Division's operations. There are also division committees that help with the work of the division.

WHAT IS THE BOARD AND WHAT DO THEY DO?

The Kansas Division Board of Directors includes the president, president-elect, secretary and treasurer. Board members are elected to one-year terms at the Annual Meeting in June.

Duties of the Division Board are to (briefly):

1. Maintain communication with all chapter members and division members-at-large within the division between annual meetings by correspondence or telephone and, whenever possible, personal visits to chapters.
 - a) Kansas Division Board members travel within the division, attending chapter meetings, presenting chapter programs, etc.
 - b) The Board of Directors meets at various times throughout the year to plan and coordinate division business.
2. Assist the chapters in implementing the programs, policies and projects of the international association, offer advice, help with chapter membership recruitment.
3. Serve as a clearinghouse for information and solutions to problems between local chapters and the International Board.
4. Report to the district director regarding membership, educational activities, programs, promotion of goals, etc., for all chapters within the division.

DISTRICT – DIVISION

WHAT'S THE DIFFERENCE?

The International Association of Administrative Professionals is divided into six geographical areas, or districts. They are: Great Lakes, Northeast, Northwest, Southeast, Southwest and Canada.

Each district has a district director who serves on the International Board of Directors and is elected by the membership from their respective district. The district director is charged with the administration of all matters pertaining to the functioning of the district and divisions within their respective districts.

Within the districts are the divisions, which are smaller geographical units. The division acts as a liaison between chapters and members-at-large and the international association.

The Kansas Division is the link in the chain between the chapters and the international association. The division's purpose is to further the aims of the association, assist the International Board, and provide leadership and guidance to the chapters and division members-at-large in all phases of endeavor.

You are a member of the **Southwest District** and the **Kansas Division**.

WHAT DOES THE DIVISION DO FOR ME?

- ❖ The Kansas Division offers workshops during the year, which provide participants with educational development as well as networking opportunities with office professionals around the state. These affordable workshops are eligible for CPS/CAP recertification points.
 - **Leadership Workshop** – August 13, 2011
 - **Fall Workshop** – October 1, 2011
 - **Winter Workshop** – January, 2012
 - **Spring Seminar** – March 2012
 - **Annual Meeting** – June 1-3, 2012
- We encourage all members of the Kansas Division to join us for these exciting and educational events.
- ❖ Recognition of members' accomplishments:
 - CPS and CAP recipients are honored
 - Kansas Division Member of the Year Award
 - Professional Development Award
 - Kansas Division Chapter of the Year Award
 - Membership Recruitment Awards
 - Milestone Anniversary Recognition

WHAT'S AN ANNUAL MEETING?

The Kansas Division Annual Meeting is usually held in June each year. This is the official business meeting of the division, and the division president presides. Business is handled through voting delegates from the chapters within the division and from the division members-at-large. Each chapter may send one delegate, usually the chapter president or another chapter officer.

During the Annual Meeting two educational workshops are also offered for recertification points. And, of course, there is time to make new friends, renew old friendships, network – all those things that make IAAP a great place to spend your time.