

**2011-2012  
City Center Chapter Officers**

**Diana Strickland, CPS/CAP**  
*President*

**Sarah Rader, CPS/CAP**  
*Vice President*

**Jeanette Eliza**  
*Secretary*

**Lynne Williams, CPS**  
*Treasurer*

**Lynda Rhea**  
*Sergeant-at-Arms*

**IAAP's Mission:**

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

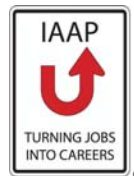
**IAAP's Core Values:**

Integrity  
Respect  
Adaptability  
Communication  
Commitment

**Companies Represented  
by Chapter Membership**

A&A Virtual Business Services LLC  
Akima Facilities Management Services LLC  
Bank of America Merrill Lynch  
City of Tampa  
ConferenceDirect  
Embassy Suites  
FBI  
Grant Thornton LLP  
Hillsborough County Civil Service Board  
HOK  
Hyatt Regency Tampa  
Impact Pest Management, Inc.  
J. C. Newman Cigar Company  
KPMG LLP  
Law Office of H. Stratton Smith III, P.A.  
LifeLink Foundation  
LimoLink  
Navigant Consulting, Inc.  
Office Team  
PricewaterhouseCoopers LLP  
State of Florida Office of Financial Regulation  
Syniverse Technologies, Inc.  
Omnia Group, Inc.  
Tindale-Oliver & Associates, Inc.  
Tomlin Tested Staffing  
True Partners Consulting LLC

*Join IAAP® today...your ticket to attaining  
administrative excellence!*



For more information about  
City Center Chapter visit:

[www.iaap-citycenter.org](http://www.iaap-citycenter.org)

**IAAP®  
City Center Chapter**

**Established June 1982  
Tampa, Florida**



**International Association of  
Administrative Professionals®  
City Center Chapter**

**Membership Information**

## About IAAP

The International Association of Administrative Professionals® (IAAP) is a not-for-profit association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals.

For more than 60 years, IAAP has provided up-to-date research on office trends, cutting edge publications, outstanding seminars and conferences, and resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

IAAP can help you continue your career growth and assist in your personal and professional development.

## About City Center Chapter

With emphasis on educational programs, chapter growth, and community services, City Center Chapter strives to offer the many benefits of IAAP membership. As a member, you will have the opportunity to:

- ◆ Network with other professionals
- ◆ Build and nurture friendships
- ◆ Certify professionalism through the CPS®/CAP® program
- ◆ Increase your professional and personal knowledge level through informative speakers at chapter meetings, IAAP seminars, and workshops
- ◆ Learn communication and leadership skills and increase professionalism
- ◆ Take pride in affiliating with a professional group

You are invited to attend a chapter meeting and experience for yourself the many benefits of membership!

## Chapter Meetings



Chapter meetings are held in downtown Tampa on the third Thursday of each month at the Tampa Club from 12:05 p.m.-1:00 p.m. We conduct our business meeting and feature speakers on a wide array of topics. An RSVP is required to attend a meeting. The cost for lunch is \$17.00; however, lunch is not required in order to attend a meeting. Parking is \$2 when validated at the Concierge Desk at the Tampa Club.

For more information and a list of our upcoming meetings, programs, and events, please visit our website at [www.iaap-citycenter.org](http://www.iaap-citycenter.org).

## Professional Certification

You can earn the Certified Professional Secretary® (CPS) rating or Certified Administrative Professional® (CAP) rating through IAAP. Certification through IAAP is the internationally recognized standard of excellence. Achieving certification through IAAP can be a tremendous career advantage, providing convincing distinction in an increasingly competitive job market.



Professional certification shows employers, clients and associates that you are committed as a professional. The exams are administered each May and November. IAAP members receive special discounts on certification study materials and resources. Although achieving certification is recommended, it is not a requirement for IAAP membership.

*IAAP defines administrative professionals 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."*

## Membership

City Center Chapter membership dues amounts vary, depending on membership category:

**Professional..... \$111**

A currently employed (or within the last two years) administrative professional, a holder of the CPS and/or CAP rating, or an employed teacher of business education.

**Student..... \$58**

A student in a business education program (maximum of four years).

**Associate ..... \$180**

An individual, firm, or educational institution that supports the objectives of IAAP.

*New members also pay a one-time processing fee of \$15.*

## Join City Center Chapter

By attending chapter meetings and events, you will have many opportunities to network with fellow administrative professionals and participate in local educational programs.

Being actively involved in a chapter also helps you gain leadership experience and builds management level skills that you might not learn on the job or through training.

For more information regarding IAAP, joining the City Center Chapter, or to attend a chapter meeting, email us at:

[information@iaap-citycenter.org](mailto:information@iaap-citycenter.org)

**Increase Your Value By Investing In Your Future!**