

From President Corina Osborne, CAP

It's hard to believe it is almost that time of year! The next time I write a message for the e-Chat will be in early next year, so I want to take this opportunity to wish you all the very best as you celebrate the coming holiday season with your friends, families, chapters and colleagues and make plans for a fabulous 2011! I encourage you to give back in whatever ways you can – remember, the best gift you can give sometimes is your time. Speaking of giving your time, consider volunteering with your chapter – consider mentoring with a more “seasoned” member! Here's wishing you every success and much happiness in the coming weeks, months and year! Until next time, keep moving forward with **passion and purpose**. Happy holidays, ECD!

Fund Raiser - ECD

ECD has started its RTF and R&E fundraiser. Bonnie Smith, President, Evangeline Chapter is chairing this fund raiser and can be reached at bonnielynn@ns.sympatico.ca. Tickets and money can be sent to Muriel States, ECD Treasurer, 76 Adelaide Avenue, Halifax, NS B3N 2N8. There will be a prize for the ECD chapter with the highest percentage of ticket sales. Below is a copy of the ticket; make some copies and sell, sell, sell! Or e-mail Bonnie for the full sheet of tickets.

<p>NAME</p> <p>CHAPTER</p> <p>ADDRESS</p> <p>.....</p> <p>TELEPHONE</p> <p style="text-align: center;">IAAP – ECD 5” Sony e-Reader Draw</p>	<p>IAAP – EASTERN CANADA DIVISION</p> <p>GRAND PRIZE – 5” Sony e-Reader</p> <p>2nd Prize - \$150 Travel Voucher Package (compliments of Maritime Travel)</p> <p>To be drawn May 14, 2011 at CDC</p> <p>Proceeds to R&E Fund and RTF</p> <p>\$5 each / 3 for \$10</p> <p>NS Lottery No AGA-005049-10</p>
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Reminder - When sending e-mails relating to IAAP, please make sure you put “IAAP” in the subject line.

Chapter Updates

Halifax-Dartmouth Chapter - has been moving forward and promoting the visibility of IAAP. The "Award of Excellence" established in 1992 is presented annually to an organization that demonstrates quality support for secretaries, administrative/executive assistants, and related office professionals. This award is given in two categories: 1) large corporations with 1,000 or more employees; and, 2) smaller companies with less than 1,000 employees. An organization may be nominated for the Award of Excellence only by a chapter of the International Association of Administrative Professionals. Lisa Young, CAP has taken the lead as our designated member to compose and prepare five complete sets of the submission with the nomination submission form and documentation of criteria for the IAAP Award of Excellence. The nominated employer organization is Emergency Medical Care Inc., established in 1997. Emergency Medical Care Inc. is a privately-owned company responsible for managing ground ambulance, medical communications centre and air medical transport operations in Nova Scotia with 1100+ employees. The Award of Excellence is presented yearly at the closing banquet of the IAAP Education and Annual Meeting. This makes the vision happen. Even though we have been busy, we do have fun. The Holiday Social will be held December 1, certainly a great time.

Moncton Chapter - The November 17th membership meeting's subject was Copyright Awareness which was presented by Lori W. Léger, MSc, MLIS, Manager of Library Services, Horizon Health Network - Moncton Zone. Also, President Caroline Rouse explained what a Succession Plan is and distributed a take-home, three-year plan sign-up sheet along with each position's description and duties for members to review. The main sheet will be circulated at each membership meeting for the remainder of the year. The Chapter will be hosting their Christmas Party on December 8 at a local restaurant where a festive game of Yankee Swap will be enjoyed after the meal.

East Coast Admins - recently held their third meeting and educational session on November 8. Discussion centred on competency requirements for Administrative Professionals in the Public Service. The chapter will be holding their Christmas party on December 12 at Bob Buckingham law offices. All are welcome for an afternoon of fellowship, laughter, great prizes, and, of course, food.

From OfficePro Express

What IAAP Has Done For Me video contest - Has IAAP helped you land your dream job, given you needed work skills or helped you save the day through expert advice from another member? If your answer is yes, then enter the What IAAP Has Done For Me video contest. All you need to do is make a 30-60 second video telling how IAAP has helped you. The scenarios listed above are just some examples to get you started.

First prize is an IAAP membership for one year. Second prize is \$50 in IAAP products. Third prize is \$25 in IAAP products. Every member who submits a video will receive an IAAP address book and pen. The video submission deadline is December 8, 2010. [Click here to get started.](#)

Save the Date

May 12-15, 2011 - Canada District Conference CDC, Delta Beausejour, Moncton, New Brunswick

July 24-27, 2011 - International Education Forum and Annual Meeting (EFAM), Montreal - Volunteers required for this event.

This is the last issue for 2010. The next issue will be sent out January 14, so there should be lots of news.

***The Board of Eastern Canada Division would like to thank members for their
Passion & Purpose, and wishes everyone a very
Merry Christmas and a Happy New Year!***

