

Eastern Canada Division (ECD)

Strategic Plan

September 20, 2011

To support and connect skilled administrative professionals throughout the provinces of New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island and Quebec by:

- Leading by example – by Making the Leap to Remarkable!
 - Being available and approachable and willing to go the extra mile
 - Resolving issues and offering support when required
- Providing leadership and guidance to existing chapters and developing professional and student chapters within our division boundaries by:
 - Providing a liaison between each chapter and the division board
 - Hosting an affordable annual leadership conference, open to all members in the division (chapter leaders and those wishing to learn more about leadership roles within the IAAP)
- Keeping members informed in a timely manner by:
 - Updating our website on a regular basis to keep information current
 - Distributing our newsletter (e-Chatter) via email to ECD board members, division members at large, and chapter presidents for distribution to their membership
 - Welcoming new members via email
 - Distributing relevant information from the IAAP headquarters, Canada district director and the international president
 - Providing chapters and members with the best and most current information available, to assist them in making informed decisions
 - Encouraging members to be part of the web communities at all levels (International, Division and Chapter)
- Staying connected throughout the division by attempting to have at least one board member and/or committee member from each chapter in the division
 - and having a member of the division board visit each chapter in the division, at least once throughout the year, funds permitting

- Promoting certification and continuing education by:
 - Ensuring the division has a certification chair who provides ongoing support and information to chapters and members of the division
- Promoting IAAP in maintaining an active web presence on the IAAP web community - www.iaap-easterncanada.org
- Recognizing member and chapter achievements and commitment by:
 - Awarding certificates of appreciation for those serving on the board
 - Awarding certificates of appreciation for those serving as chapter presidents
 - Awarding certificates of achievement to those chapters who have
 - Achieved the highest percentage of members certified for the year
 - Achieved the greatest percentage increase in membership for the year
 - Achieved Chapter of Excellence
 - Sending a letter to the executives/managers of our board officers and committee chairs, to thank them for their ongoing support of their employee's membership and commitment to the IAAP
- Leading the division by example in working to achieve Division of Excellence under the Pathways to Excellence (P2E) Recognition Program by:
 - Maintaining a P2E committee (or chair) who will oversee the criteria and work towards meeting the requirements and making the submission once requirements are met
 - Providing support to chapters and members of the division regarding the P2E
- Ensuring our division's sustainability by:
 - Maintaining a full slate of officers and required committee chairs
 - Creating a succession plan or template of members who have indicated a willingness to serve on the board (in any capacity), by surveying all professional members of the division
- Reviewing our strategic plan annually during our Leadership Conference
 - and provide a copy of our strategic plan to all members at our annual general meeting at CDC