

November 5, 2010

Issue

From President Corina Osborne, CAP

Happy November ECD – a time of remembrance! I encourage you to take time to pause and reflect on **Remembrance Day – Lest We Forget**. It is a good time to remember the value of your membership in the IAAP as well. The networking and professional development opportunities are endless – as much or as little as you choose to make them. So, get involved! Some ECD chapters are still seeking officers and committee members. Consider stepping outside of your comfort zone and starting a new chapter in your professional career and personal growth. I can't say enough about the benefits leadership in IAAP have afforded me. To those who are writing the certifications exams this weekend, I wish you great success. Congratulations to all of you for taking this step and for your commitment to your administrative career! As always, if I can be of any assistance, please don't hesitate to ask.

Chapter Updates

Evangeline Chapter - would like to welcome their newest members – Connie Jones and Melissa Westcott. The December social will be held on December 7 at Paddy's Pub in Kentville starting at 6:30 pm. Everyone is welcomed to attend, but please let them know by November 30. Don't forget to check out the Wine Tours & Tasting fundraiser on November 13 featuring two local wineries in the beautiful Annapolis Valley. **Registration deadline is Thursday November 4.**

Halifax-Dartmouth Chapter – had Michael Ross from Rossy Financial speak at their November 3 general meeting. He provided information on group and personal benefits and insurance plans and offered tips to members on how to get the most out of their plans. Also, members were encouraged to complete the succession plan sign-up sheet which was distributed at the meeting. This will help the Executive when positions are being filled for the next year. **The Chapter is now recognizing long-time members with certificates marking anniversaries in five year increments – Anita Ross was recognised for 20 years of membership at the November meeting.**

Moncton Chapter - In October, the Chapter changed things around a bit. They hosted a Boss' Day Breakfast Event on the 15th (with 27 attendees) and a Glitter Gala Fundraiser for CDC 2011 (73 attendees) on the 22nd. Both were a success! It took many hands at putting these events together and all are truly appreciated.

The topic of their November 17 membership meeting will be Copyright Awareness. If you're in the Moncton region on that day, they would love to have you join them. The meeting will be held at the Moncton Hospital.

East Coast Admins – have three members writing their certification exams this weekend. Best of luck to them.

Guess What!

On November 8, Evangeline Chapter will be celebrating their 6th anniversary. Best wishes are extended to Chapter members from everyone in Eastern Canada Division. Congratulations were received by the Chapter from Sharron Buttler, CPS/CAP, Canada District Director, on this great event. Happy birthday Evangeline!

From International - Committee Service Applications

Applications to serve for one-year appointments to the 2010-2011 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available. These positions become effective at the close of International Education Forum and Annual Meeting in Montréal, July 2011.

There are two forms. They can be downloaded from this link [Committee Service Applications](#) or document ID 6651 in the IAAP web community document library.

One is the Application for Appointment to International Committees. This is for appointment to either the Bylaws and Standing Rules Committee or Committee on Nominations. The other form is the Application for Appointment to the Retirement Trust Foundation Committee. The forms each have the functions and responsibilities pertinent to the committees on page 2. **Please note the e-mail deadline of February 1, 2011 for all committee nominations.**

IAAP does not require chapter recommendations and signatures for those members wishing to volunteer for IAAP International Committees. No recommendations or signatures are required for the Retirement Trust Foundation Committee either. Once appointed, all committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

Applicants applying for committees must e-mail the entire application no later than **5:00 pm ET February 1, 2011**. Applications for International Committees are to be e-mailed to International President-Elect Tamra Goodall, CPS/CAP, tamragoodall@comcast.net, with a copy to Governance Coordinator Cindy Long, governancecoordinator@iaap-hq.org. Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, reggio@chartermi.net, also with a copy to Governance Coordinator Cindy Long, governancecoordinator@iaap-hq.org.

Procedures for Submission of Proposed Amendments to the Eastern Canada Division Bylaws & Standing Rules

Tuesday, February 1, 2011, is the postmark or e-mail deadline for submitting proposed amendment(s) to the Eastern Canada Division Bylaws and Standing Rules (Article V – Committees – Section 2. Duties – A.2). These amendments are for consideration at the Division Annual Meeting to be held in Moncton, May 2011.

The proposed amendment should be signed by an officer (preferably the President) of the Chapter or the Division, or by the member-at-large, and forwarded to the Chairman of the Eastern Canada Division Bylaws and Standing Rules Committee.

The format for submitting proposed amendment(s) is:

PROPOSED AMENDMENT TO THE
EASTERN CANADA DIVISION BYLAWS AND STANDING RULES

BYLAW ARTICLE or STANDING RULE NUMBER ... (state details) * (see attached for example)

RESOLVED THAT, (state article/section/item#) BE AMENDED BY ADDING/DELETING/CHANGING etc. ...

Present Wording: (quote in full as currently written)	Proposed Wording: (write clause(s) in full with change(s) in bold and underlined)
<p>Submitted by: (name of Chapter (or Division Board) or Member-at-Large submitting the Proposed Amendment)</p> <p>Signature: (of Chapter or Division Officer or M-A-L).</p> <p style="padding-left: 40px;">If submitted via e-mail, then the statement that it is being <i>sent under the signature of.....</i> should be included).</p> <p>Rationale: (reason for amendment)</p> <p>Recommendation: (ECD Board / ECD Bylaws & Standing Rules Committee recommends/opposes adoption)</p>	

* Example of completed headers (taken from 2009 Proposed Amendment document):

BYLAWS ARTICLE III-OFFICERS, QUALIFICATIONS, NOMINATION & ELECTION, TERM & DUTIES
SECTION 4. TERM OF OFFICE, CLAUSE B.

RESOLVED THAT, ARTICLE III, SECTION 4.B BE AMENDED BY DELETING SPECIFIC REFERENCE TO
PRESIDENT AND PRESIDENT-ELECT SERVING ONE TERM ONLY.

Save the Date

November 4, 2010 – deadline to sign up for the Wine Tour, Evangeline Chapter Fund Raiser

November 5, 6, 2010 – Certification exam dates

November 8, 2010 – Evangeline Chapter celebrate their 6th birthday

November 13, 2010 – Evangeline Chapter’s Fund Raiser – Wine Tour and Tasting

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.