

International Association of  
Administrative Professionals®  
*Golden Corridor Chapter*

# Golden Corridor Chapter Membership 101

## New Member Orientation

# Association Mission & Vision



- The IAAP **mission**: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.
- IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

# Association Mission & Vision



## The IAAP **core values**:

- **Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.
- **Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.
- **Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.
- **Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.
- **Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

# IAAP Membership Options



- Professional - currently employed as administrative professional
- Professional-Merited - A Professional member for five years at the time of retirement, is 55 years of age or received forced work retirement
- Student - a full-time student in business education
- Associate - individual, firm or educational institution that sustains the objectives of profession

# IAAP Chapters



- Open - Membership consists of individuals from a variety of companies or disciplines, i.e., Golden Corridor Chapter
- Corporate - Membership consists of individuals from the same corporation or discipline, i.e., PepsiCo Corporate Chapter

NOTE: A Chapter's Board of Directors is responsible for the development & growth of its chapter within the scope of international, Division & Chapter Bylaws & Standing Rules

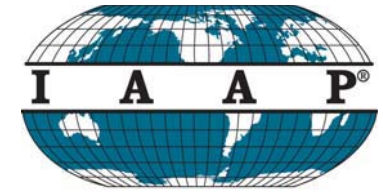
*As of 2/29/2008, there are 582 chapters.*

# IAAP Membership Options



- Chapter Member (belongs to Chapter, Division and International)
- Division Member-at-Large (belongs to Division and International only)
- International Member-at-large (belongs to International only)

# IAAP Organizational Structure



International Association of  
Administrative Professionals®  
*Golden Corridor Chapter*

**DIVISIONS**  
(36 in the Association)

**DISTRICTS**  
(Six District Directors)

**BOARD OF DIRECTORS**  
International President, International President-Elect, Vice President,  
Secretary, Treasurer, District Directors (6), Affiliate Rep.

**Headquarters Staff**  
Responsibilities include Communications/Publications, Convention and International Meetings, Certification Programs, Distribution Department, Education and Professional Development, Financial, and Membership

# IAAP Organizational Structure



**Retirement Trust Foundation (RTF),  
Research and Educational Foundation and  
Institute for Certification**

**International Standing Committees**  
Bylaws & Standing Rules Committee  
Committee on Nominations

# Membership



Our association allows us the opportunities for:

- Education
- Networking
- **Membership**
- Empowerment



# Membership



- Our IAAP membership allows us rights, privileges, responsibilities, expectations and recruitment...

# Rights of Members



- To attend meetings at all levels
- To make, second, debate and vote on motions
- To nominate, be nominated and elect officers
- To have access to the minutes of all meetings
- To receive the treasurer's report
- To receive a copy of chapter bylaws

# Privileges of Members



- To share knowledge of opportunities for career advancement
- To share in opportunities for education
- Opportunities for networking
- To develop our leadership skills by becoming a chapter officer or committee chair

# Responsibilities of Members



- To attend meetings and pay dues
- To remain attentive and open-minded during discussions
- To follow rules of debate (Roberts Rules of Order, Newly Revised)
- To treat everyone with courtesy and respect
- To chose well-qualified officers
- To participate in chapter committees

# Expectations of Members



- We should view our members as a group of people with a shared interest and goal.
- We need to care for them. Some small ways to do that would be:
  - Send a card for birthday, sickness, accident or death
  - Visit in the hospital
  - Make a phone call when you notice they've missed a meeting
- Volunteer for committee chair or committee member, but most importantly **get involved!**

# Recruitment of Members



- Always have your "elevator speech" ready!
- Invite fellow administrative professionals to chapter meetings
- Make sure you introduce them to all the members when they visit
- Encourage guest participation in table conversation
- IAAP literature is available to share with prospective members
- Inform membership committee/chair of current level of interest of guest in joining chapter for follow-up

# IAAP Resources



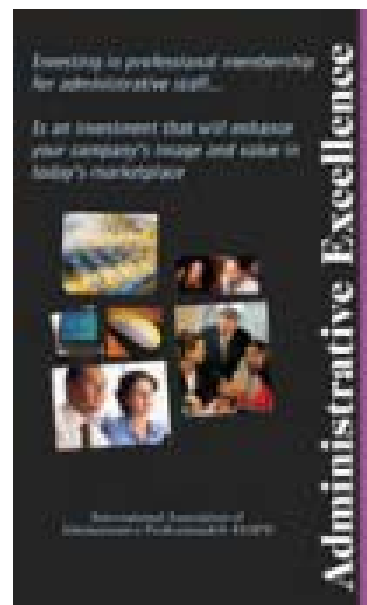
Additional information regarding International Association of Administrative Professionals, Illinois Division and Golden Corridor Chapters can be found at the following websites:

- **IAAP-HQ website:** [www.iaap-hq.org](http://www.iaap-hq.org)
- **Illinois Division website:** [www.iaap-illinois.org](http://www.iaap-illinois.org)
- **Golden Corridor Chapter website:**  
<http://www.goldencorridor.org>

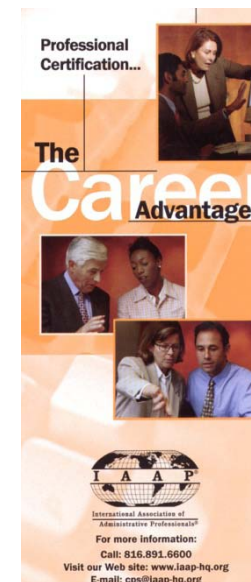
# Sample Literature



**General Membership  
Information**



**Companion brochure to  
gain corporate support**



**Professional  
certification  
brochure**