

**A Special Thanks To Our Supporters
This Year**



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**International Association of
Administrative Professionals®**

*Connecticut River
Valley Chapter*

**Membership
Information**



Welcome to the International Association of Administrative Professionals®. We are a worldwide association focused on personal and professional excellence, who's members are committed and dedicated to our profession.

What's In It For You?

- Resources to assist you in your career including a subscription to OfficePro Magazine
- Training opportunities on various aspects of your Administrative career.
- Professional certification via IAAP's CAP program.
- Professional education courses

What is IAAP?

- Works in partnership with employers to promote professional excellence
- Is a non-profit organization
- Is not a union organization – we work in partnership with employers to promote excellence and lifelong learning
- Is governed by a 12-member International Board of Directors, elected annually by member delegates

October 12, 2011

How to Avoid Mistakes When reading and Signing Contracts

October 19, 2011

Chapter Meeting - Office Team – Resumes and Interviewing

November 9, 2011

Harnessing the Power of Excel Database Features

November 16, 2011

Chapter Meeting - Email Etiquette

December 14, 2011

Photoshop Shortcuts and Tips for Beginners

December 21, 2011

Chapter Meeting - Holiday Celebration

January 11, 2012

How to Format Tables, Charts, and Columns in Microsoft Word

January 18, 2012

Chapter Meeting - Minute Taking

February 7, 2012

Handling Personality Clashes in the Workplace

February 15, 2012

Building Better Team Communication

March 14, 2012

Working Successfully With High-Maintenance People

March 21, 2012

Chapter Meeting - Setting Up and Troubleshooting a Wireless Network – Middletown Public School

April 25, 2012

Administrative Professionals Day—Business Networking for Administrative Professionals

May 16, 2012

Chapter Meeting - MS Office

Chapter Programs

2011—2012

August 8, 2011

Time Saving Microsoft Excel Tips and Shortcuts for Every User

August 9, 2011

How to Manage a Virtual Team

August 10, 2011

Collaboration Skills in the Workplace

August 17, 2011

Implementing a Social Media Strategy

August 23, 2011

Using Your BlackBerry to Boost Your Productivity

August 25, 2011

How to Conduct Effective Interviews

August 29, 2011

How to Create Attention Grabbing Designs

August 31, 2011

Microsoft Outlook Tips, Tricks and Techniques

September 13, 2011

The Beginner's Guide to Google Analytics

September 14, 2011

How to Use Adobe Acrobat

September 21, 2011

Chapter Meeting - Managing Cross Generational Teams & Installation of Officers

September 28 2011

Mastering Microsoft Excel Macros

September 30, 2011

Creating an Innovative Culture

DEFINITION OF ADMINISTRATIVE PROFESSIONALS

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.

MISSION

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

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



Benefits of Membership

Networking

From local chapter meetings to online information sharing with administrative professionals around the world, IAAP members build valuable personal connections and gain knowledge about best practices. You'll find fellow IAAP members in large corporations, small businesses, government agencies, schools and many other types of organizations.



IAAP Web Community

A Web 2.0 resource for members stocked with useful documents, a Wiki, blogs and e-groups centered around topics of interest or needed training on such as Excel, Outlook, meeting planning and a host of other subjects.

Professional Certification

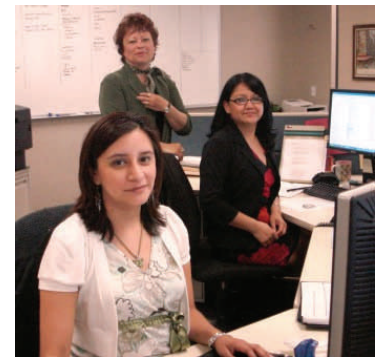
IAAP enables administrative professionals to demonstrate their advanced knowledge and proficiency through two certifications, the Certified Administrative Professional® and the Certified Administrative Professional-Organizational Management ® ratings.

Online Training

You don't have to leave your desk to add to your skill base. You can have unlimited access for an entire year to more than 400 online courses in three distinct libraries for about what you'd pay for a two-day seminar. Receive a special IAAP member price for each library. Learn about: Office Productivity (technology)

Learn at your Desk

IAAP has partnered with KRM Information Services, Inc. and McMurry to bring virtual learning events directly to your PC. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops.



College Education

Earn an Administrative Professional Associate in Science Degree, become certified in computer software by doing short-term training or simply take individual courses.

The Administrative Assistant program prepares you with the technical, administrative and interpersonal skills for a career in an administrative support position in today's offices. You'll receive credit and can have courses waived if you have your CPS/CAP certification, on-the-job experience.

For more information visit the Madison Area Technical College website.

Educational Resources at the International Level

If you would like to learn new skills or brush up on old ones, IAAP has a multitude of educational resources from books to online learning. We're here to help you grow your career and to help make it affordable with special member discounts.

IAAP Conferences

IAAP offers three conferences a year: Spring Conference, International Education Forum and Annual Meeting and Fall Conference. Members who attend our events are energized when they go back to their offices. Besides learning from the industry's best teachers, authors and speakers, our members network with each other, learning from the triumphs and trials of other office professionals.

IAAP Bookstore

Office solutions are just a click away at the IAAP online bookstore. You'll find IAAP materials as well as educational resources.

OPTIONS Training

OPTIONS Training is a self-study curriculum with four skill levels offered by IAAP. All the concepts are pertinent, no matter what your job is or how long you've been in the profession. Each level focuses on career and personal development, people and task skills. Areas that progress over the levels include self-management, team skills, office management and information management. courses), Business Fundamentals (administrative and management skills) and the Design and Media Library (for effective communication in all formats).

OfficePro Magazine And OfficePro Express E-Newsletter

OfficePro Magazine

IAAP's award-winning OfficePro magazine, published eight times per year, contains a wealth of information on trends in office administration, new technology, career development, office product reviews, and "news you can use." OfficePro readers are up-to-date on a wide variety of workplace issues and shows you how to perform your job better, faster and more effectively. Members also receive OfficePro Express, a semi-monthly e-newsletter delivered to their desktop filled with information and web links.

OfficePro Express

Twice monthly members open the e-newsletter *OfficePro Express* for a quick summary of news and the latest in web tools that make their job, and your life, a bit easier. Members love *OfficePro Express* for the quick news and information, links and handy web tool in a concise format.



Affinity Programs

IAAP partners with several businesses to offer discounts on products and services—from flowers to health insurance—to our members.



New Membership APPLICATION

Send all mail to: Home Office
Send all e-mail to: Home Office

Last Name _____ First Name _____ M.I. _____ Home Address/PO Box _____

Job Title _____ City _____ State _____ Zip _____

Company Name _____ Country if not U.S. _____

Work Address/PO Box _____ Home E-mail _____

City _____ State _____ Zip _____ Gender _____ Birth Date (mm/dd/yyyy) _____

Business Phone _____ Country if not U.S. _____

Home Phone (_____) _____ Fax (_____) _____

Business E-mail _____ Check here if you do not wish to receive nonassociation mail.
I would like an IAAP member ppt: Yes No

How did you hear about IAAP? Website Seminar/Workshop

OfficePro IAAP Member Other _____

IAAP 70th Anniversary Membership

Select One	Type (see comments & rates)	Processing Fee	Annual IAAP Dues	Optional Air Mail for Orders \$27*	Total
<input type="checkbox"/>	Professional (AMAL)	\$15	+70	+ _____	-\$ _____
<input type="checkbox"/>	Professional (DMAU)	\$15	+70	+ _____	-\$ _____
<input type="checkbox"/>	Professional (Chapter Member)	\$15	+70	+ _____	-\$ _____

Processing Period Ends 12/31/2012.
Dues for members of the association include \$25 for a subscription to OfficePro which may not be deducted from total dues. Optional air mail is for members outside the United States, U.S. territories, Puerto Rico, Virgin Islands of the U.S. and Canada. **Click here or go to www.iaap-bq.org/70th/participants for a complete list of participating chapters and divisions. Only participating chapters and divisions are eligible for this promotion.**

Chapter Member—Means you're a member of IAAP at the international level, the division level, and you are also affiliated as a member of a local chapter in your area.

DEFINITIONS:

AMAL—Association Member-At-Large, which means you're a member of IAAP at the international level only and not affiliated with a local chapter or a division.

DMAU—Division Member-At-Large, which means you're a member of IAAP at the international level and the division level only, and not affiliated with a local chapter.

Name of IAAP Chapter _____ Chapter No. _____ Division No. _____

Recruited By _____ Recruiter ID No. _____

Method Of Payment

Total Enclosed In U.S. dollars _____

Check or Money Order Number _____

Credit Card: Visa MasterCard Discover American Express

Card Number _____ Expiration Date _____

Name as it appears on card _____

Authorization Signature (required for processing) _____

ID _____ **Headquarters Use Only**

Mar Type **PM** Status **NEW**

Job Date _____ Exp Date _____

Chapter No. _____

Division No. _____

Total Paid \$ _____ IAAP Dues \$ _____

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Chapter \$ _____ Division \$ _____

Paypay Acct # _____ Paypay Amount \$ _____

Source Code _____ Check No. _____