

Benefits of Membership

The International Association of Administrative Professionals (IAAP) is your professional association. IAAP provides Administrative Professionals with opportunities for professional development and personal growth – everything from public speaking to project management, strategic planning to event planning.

IAAP members are well prepared, well informed, frontline ambassadors for their employers and having knowledgeable professionals on staff reflects well on the image of any company. Members learn to work in partnership with their executives, becoming effective team members who are able and willing to step up. Our education programs promote excellence and lifelong learning, providing Administrative Professionals with tools they need to fulfill their potential and advance their careers.

Most professionals agree, membership in a professional association can benefit you in many ways. This is where you can pursue professional development, skills upgrading and network with your peers, providing you with that all important “edge”. Members gain leadership experience through participation in chapter activities – everything from public speaking to project management, strategic planning to event planning; along with access to a variety of personal and professional development resources. Chapter members receive several IAAP publications including Office Pro magazine, the Ontario Division newsletter Professionally Yours, IAAP E-Office Pro Express, Chapter newsletter and a wealth of resources available on the IAAP main website at: . <http://www.iaap-hq.org/>



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



For More Information
www.iaap-bluewatersarnia.org/

**PASSION &
PURPOSE**
BLUEWATER SARNIA
LAMBTON CHAPTER



BLUEWATER SARNIA LAMBTON CHAPTER

About Us

The Bluewater Sarnia Lambton Chapter is one of 15 in Ontario. We offer regular meetings and various seminars. We offer mentorship, recognition, and social networking opportunities.

IAAP Bluewater Sarnia Lambton Chapter is connected to the IAAP Internet Community, allowing members to network and connect with their peers across the country and around the world.

2010-2011 Chapter Officers

Sherri Veilleux, President

Harriet Nagle, President-elect

Kathi Vandenheuvel, Treasurer

Cindy Scheible, Corresponding Secretary

Judy Lethbridge, Recording Secretary

We offer regular programs on current, relevant topics of interest and we encourage our members to attain their CPS/CAP certification. In addition, members can participate in local, district, national and international education seminars and conferences hosted by IAAP.

Join us at our meetings – bring a friend or colleague (all are welcome). Come out and see who we are and how membership in your professional association can help your career. Refer to invitation posted monthly on our website.



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Certification

In today's ever-changing business environment, you need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go. IAAP offers the Certified Professional Secretary® (CPS®) rating and the Certificate Administrative Professional® (CAP®) rating. Exams are offered twice a year, in May and November. The Chapter can assist those members planning on writing their exams and study resources are available.

Membership and Fees

Membership is effective for one year from the enrollment date.

Professional Member: a currently employed (or within the last two years) administrative professional, a holder of the CPS® rating, or an employed teacher of business education.

Student Member: a student in a business education program (maximum of four years).

Associate Member: an individual, firm or educational institution that supports the objectives of IAAP.

Professional: US \$118.00
 Student: US \$50.00
 Associate: US \$195.00

Note: One-time processing fee of \$15 not included in above

Bluewater Sarnia Lambton 2010-2011 Program Schedule

Sept. 29	Professional development through "creation" and "networking"! Angela Drake, Serials and Public Services Library Technician, Lambton College
Nov. 24	Interviewing is critical to landing a job or a promotion Kim Brogden, Staffing Manager Express Employment Professionals
December	Chapter Civic and Social Event with a "Christmas" theme (date and location to be determined)
Jan. 26	Microsoft Office 2007 <i>More information to follow</i> Computer Training Center Lambton College
Feb. 23	IAAP Information Night and What's New with Avery? Sharon LaFrance Avery Dennison Office Products Canada
Mar. 23	Teambuilding Charlene Mahon, M.A., Clinical Psychology, Adjunct Faculty Lambton College
Apr. 27	Administrative Professionals Celebration Training, Motivation & Development Michael Lewis
Jun. 22	Business Etiquette & Annual Business Meeting Sherri Veilleux, BBL, Dip. OAEX, T of A Cert. – O.A. Program Coordinator Lambton College
October and May are scheduled planning/event meetings	