

Benefits of Membership

Most professionals agree, membership in a professional association can benefit you in many ways. Your professional association is where you can pursue professional development, skills upgrading and network with your peers, providing you with that all important "edge".

IAAP Chapter 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 available from our Headquarters. We target education programs and encourage our members to attain their CAP certification.

Chapter members receive several IAAP publications including *Office Pro* magazine, the Grand River Chapter newsletter *Bridges* and the Ontario Division newsletter *Professionally Speaking*.

Grand River IAAP Chapter is connected to Community Web software, allowing members to network and connect with their peers across the country and around the world.

We offer monthly programs on current topics of interest and host an annual educational forum and networking luncheon on Administrative Professionals Day. Conferences are also hosted by other chapters, Ontario Division, Canada District and International Headquarters.

Chapter Officers

Linda Noble, CPS/CAP
President

Teresa Doucet, CPS/CAP
Past-President

Cindy Bradley
President-Elect

Aleksandra Jefic
Vice-President

Lisa Taddeo, CPS/CAP
Treasurer

Debbie Gray, CPS
Secretary

Please contact executive members at:
iaapgrandriver@gmail.com

Visit our web sites:

www.iaap-grandriver.org - Grand River Chapter
www.iaap-ontariodivision.org - Ontario Division
www.iaap-hq.org - International Headquarters





About Us

IAAP members are well prepared, well informed, front-line “ambassadors” for their employers. 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 educational programs promote excellence and lifelong learning, providing Administrative Professionals with tools they need to fulfill their potential and advance their careers.

The Grand River Chapter is one of 15 chapters in Ontario and offers monthly meetings, various seminars and conferences each year. We have a mentor program, a recognition program and social networking opportunities.



**Turning Jobs
Into Careers®**

Come to a meeting !

For Information email
iaapgrandriver@gmail.com

We meet the second Tuesday of each month
at the Cambridge Holiday Inn
200 Holiday Inn Drive, Cambridge

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 Administrative Professional® (CAP®) rating. Exams are offered twice a year, May and November.



The Grand River Chapter hosts a study group to assist those members planning on writing their exams.

Membership and Fees

Membership is effective for one year from the enrolment date.

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

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

Associate: A firm or educational institution that wishes one transferrable professional membership

Professional: US \$131.00*

Student: US \$65.00*

Associate: US \$195.00*

*includes one time \$15 processing fee



2011 - 2012 Grand River Chapter Program Schedule

- Sep 13 Computer Security, with *Dan Noble*
- Oct 18 Chapter Information Night
Benefits of IAAP with *Sharron Buttler*
CPS/CAP, *Lina Veglia*, *Nancy Brown CPS*
- Oct 21-22 Ontario Education Forum 2011—
London
- Nov 8 Minute Taking, with *Patricia Taylor*
CPS/CAP
- Dec 13 Networking & Business Etiquette,
with *Aeodata Czink*

*Silent Auction supporting Anselma
House, Cambridge*
- Jan 10 Mind Mapping Techniques and
Benefits, with *Susan Gregory*
- Feb 21 Professional Packaging, Appear Every
Bit as Professional as You Are! with,
Ulla de Stricker
- Mar 13 Violence, Bullying and Discrimination
in the Workplace—How to Diffuse a
Situation with, *TBD*
- Apr 10 Reinventing You: A Career Manage-
ment Approach with *Gina Gajucom*
- May 8 Diversity in the Workplace with
Jolene Ellis CPS/CAP
AGM 2011/2012 Elections
- June 6-9 Canada Division Conference,
Kitchener, Ontario Hosted by Grand
River Chapter!
- June 26 Year End Social
- July 22-25 Educational Forum & Annual