

2012-2013 CHAPTER PROGRAM

Sep 12	Program: Priceless Computer Tips Presenter: Sudhir Diddee, Microsoft
Sep 22	BC/WA Education Forum
Oct 2	Lunch & Learn: Constructing Your Career
Oct 10	Program: Planning the Perfect Event Presenter: Carey McBeth, CM Professional Training Services
Executive Appreciation Event	
Nov 14	Program: The Business Value of Social Media Presenter: Ian Cruickshank, Wishpond
Dec 12	Program: Corporate Environmental Sustainability Presenter: Ruth Abramson, Walk the Talk Strategies
Jan 9	Program: Mastering Outlook Presenter: John Chandler, Alandale Training Corp
Jan 22	Lunch & Learn: Constructing Your Career
Feb 13	Program: Demystifying Financial Statements Presenter: Jason Robertson, Aquinox Pharmaceuticals
Mar 13	Program: Soft Skills Presenter: Sandy Chernoff, Soft Skills for Success
Mar 19	Lunch & Learn: Constructing Your Career
Apr 10	Program: Adobe Forms Presenter: Alex Wells, UBC Continuing Education
Apr 24	Administrative Professionals Day Keynote Address: Elaine Allison, International Speaker
55th Anniversary Meeting	
May 8	Program: Living Your Values Presenter: Zoey Ryan, Executive Coach
May 14	Lunch & Learn: Constructing Your Career
Jun 19	Program: Executive Travel: Don't Break the Bank Presenter: Ginger Blum, Mason Horvath

CHAPTER MEETING INFORMATION

Date

Second Wednesday of the month
(exception June 19, 2013)

Location

Coast Coal Harbour Hotel
1180 West Hastings, Vancouver BC
(exception September 2012
meeting at Four Seasons Hotel Vancouver)

To Register

www.iaap-vancouver.ca

Agenda

Networking: 5:30PM
Dinner: 6:00PM
Presentation: 7:00PM
Business Session: 8:00PM
Adjournment: 8:30PM



ABOUT IAAP VANCOUVER CHAPTER

The Vancouver Chapter chartered in May 1958.

Our Chapter is comprised of 120+ members who represent companies, institutions and a variety of organizations in the Greater Vancouver area.



**International Association of
Administrative Professionals®
Vancouver Chapter**

2012-2013

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

WWW.IAAP-VANCOUVER.CA

Are You An Administrative Professional? We are the International Association of Administrative Professionals®

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IMPORTANT DATES

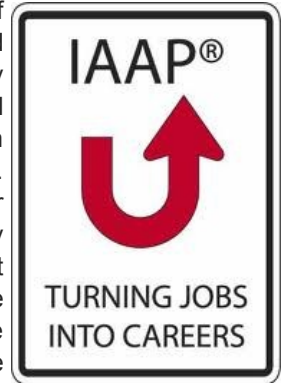
Nov 3 2012	CAP Exam <i>Registration Deadline</i> <i>Aug 15, 2012</i>
Mar 15-16 2013	Futures Conference <i>Anaheim, CA</i>
Mar 17-20 2013	Technology Education Conference <i>Anaheim, CA</i>
May 4 2013	CAP Exam <i>Registration Deadline</i> <i>Feb 15, 2013</i>
May 23-25 2013	Canada Divisions Conference <i>Lethbridge, AB</i>
Jul 27-31 2013	Education Forum & Annual Meeting <i>Anaheim, CA</i>

Certified Administrative Professional®
(CAP®) &
Organizational Management (OM)

The Certified Administrative Professional rating is the industry recognized standard of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a seven percent increase in salary.

The Institute for Certification believes that a top-level administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.



Technology Applications Specialty

Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP.