



We invite you to **BE OUR PARTNER...**

The Vancouver Chapter of the International Association of Administrative Professionals (IAAP) welcomes synergies with the business community. We encourage companies to partner with us, to assist Administrative Professionals in their day-to-day activities by providing them with relevant business contacts, information on new, cutting edge products and services, and to support the Vancouver Chapter of IAAP in its ongoing efforts to provide Administrative Professionals with opportunities for professional development and personal growth. We offer several levels of support and invite organizations to:

1. **Assist with the costs of our monthly programming:**

The Vancouver Chapter meets on the second Wednesday of each month. We average 40 attendees at each meeting. Monthly meetings include networking opportunities, dinner, and a 60 minute professional development presentation..

- Host a **Vendors Table** at our monthly meeting. (Please check with the meeting coordinator. Cost for a non-member company is \$100 includes meeting registration, networking opportunities, and partnership recognition.)
- Advertise in monthly newsletter and/or chapter website.
- Provide **door** prizes for the fundraising draws held at each meeting

2. **Assist with the costs of our Annual Administrative Professionals Day Event** (annually in April):

- Be a sponsor – contribute by way of an event donation (see sponsorship levels document)
- Host a **vendor table**
- Donate door prizes

3. **Provide us with qualified educators** to give one-hour presentations at our monthly meetings. The Vancouver Chapter meets on the second Wednesday of each month. We average 40 attendees at each meeting. In addition to regular monthly business requirements, our meetings include a one-hour presentation on a topic relevant to our profession, providing our members with opportunities to upgrade their professional knowledge and skills.

The Vancouver Chapter has about 120 members who work as Administrative Professionals in a variety of organizations throughout Greater Vancouver. Our members gain career skills and experience through participation in Chapter activities -- everything from public speaking to project management, strategic planning, event planning and more. IAAP Vancouver Chapter members are well prepared, well informed, front-line "ambassadors" for their employers, and having knowledgeable professionals on staff reflects well on the image of any company.

For more information about becoming a Vancouver Chapter Partner, please contact Chapter President, Kathy Moes at kmoes@pilotgold.com, and visit our website at www.iaap-vancouver.ca.