



FREQUENTLY ASKED MEMBERSHIP QUESTIONS

How do I benefit from becoming a member of IAAP?

Acquire leadership skills through participation in activities (public speaking, project management, strategic planning, event planning, and others) – skills that will prepare you for more responsibilities in your role as an administrative professional.

Attend annual conferences: the international Education Forum and Annual Meeting (EFAM), the Professional Education Conference, the Certification Conference, and the Canada District Conference for the three Divisions in Canada. The Western Canada Division and the Vancouver Chapter host other events and activities throughout the year.



Keep your skills current with on-line courses or complete an Online Associate Degree program. Prepare for IAAP's Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) ratings, the internationally recognized standards of excellence.

Redeem discounts on more than 250 books, including IAAP's *Complete Office Handbook* (the definitive reference book for today's electronic office), and self-study courses.

Receive the award-winning OfficePro magazine with a wealth of information on new technologies, career development, productivity tips, and other news you can use. By joining the Vancouver Chapter, you will also receive the Western Canada Division and the Vancouver Chapter regular newsletters.

Access a network of experts for guidance on professional development, personalized education plans, and other programs. IAAP acts as a clearinghouse for research on the administrative profession, providing essential information on office trends and best business practices. Tap into the Vancouver Chapter members' expertise in a wide variety of subjects including community service, mentoring, and much more.



Tell me more about the Vancouver Chapter!

By attending Vancouver Chapter meetings and events, you have many opportunities to network with fellow administrative professionals and participate in local educational programs. Being actively involved in your local chapter also helps you gain leadership experience and build management-level skills, such as public speaking, project management, strategic planning, or event planning – skills you might not learn on the job or through training provided by employers. Visit our [website](#) to learn more about the benefits of membership in IAAP.

IAAP supports the concept of excellence and continuous improvement by acknowledging that the administrative professional role isn't "just a job" – it is a career and you are in control of it and responsible for it.