

Central Arkansas Chapter
International Association
of Administrative
Professionals

The mission of CAC IAAP
is to provide opportunities
for our members to
CONNECT, EDUCATE,
and GROW
as professionals.

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CAC IAAP
P.O. Box 3834
Little Rock, AR 72203-3834

We're on the web!
<http://iaap-centark.tripod.com>

CAC IAAP Untitled Newsletter

What's in a Name? Help us name our newsletter! Send your suggestions to Cindi Thomas at cthomas@lsvusa.com by October 26th.

Volume I, Issue I

October 2009

CENTRAL ARKANSAS CHAPTER INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

IF YOU WANT TO HAVE SOME FUN
COME TO OUR OPEN HOUSE, YOU'LL HAVE A TON

WANT TO TAKE A BREAK IN THE MIDDLE OF YOUR DAY
COME TO OUR OPEN HOUSE, YOU'LL WANT TO STAY

I'VE DONE ALL THAT I CAN DO
THE REST IS NOW UP TO YOU

*WE ARE CAREER-MINDED ADMINISTRATIVE PROFESSIONALS
COME CHECK US OUT!!*

WEDNESDAY, OCTOBER 14, 2009

**11:00 A.M. TO 1:00 P.M.
COX MEETING ROOM**

**Little Rock Main Library
100 Rock Street
Little Rock, AR**

Refreshments Served

For more information contact:
Theresa Sontag at 501-210-9470 tsontag@pinnaclebsi.com
or visit our website: <http://iaap-centark.tripod.com>

The Essence of Excellence

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence.

Becoming a Member of Excellence

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level) *(For the next issue of this newsletter, please submit articles by 10/23/2009.)*
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
9. Conduct a public presentation, program or training
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

Completed criteria will be submitted through an online process.



Continuing as a Chapter of Excellence

The CAC IAAP was recently awarded status as a Chapter of Excellence. A **Chapter of Excellence** will receive a podium banner (first year), banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

A **Chapter of Excellence** will attain a minimum of 14 of the following 19 criteria:

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Sign the online Chapter of Excellence Commitment agreement
4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee

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CAC IAAP Resource Library

A benefit for CAC IAAP members



Advanced Organizational Management

by Mark Garrison & Margaret Bly Turner

Become an Inner Circle Assistant

by Joan Burge

Complete Office Handbook, Third Edition

by Susan Jaderstrom, Leonard Kruk, & Joanne Miller

Cruisin' Through Life at 35 MPH

by Brian Blasko

Finding Your Yellow Brick Road

by Gunny Thomas & KJ Cash

Hope or Hype

by Richard A. Deyo, M.D., M.P.H. and Donald L. Patric, Ph.D., M.S.P.H.

Lifescritps

by Stephen M. Pollan & Mark Levine

Management, Fifth Edition

by Varina L. Haney & Lynn Mazzola

Office Administration, Fifth Edition

by Betty L. Schroeder & Diane Routhier Graf

Office Systems and Technology, Fifth Edition

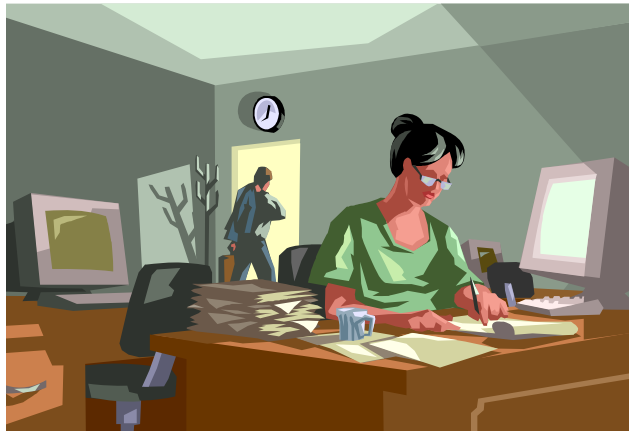
by Diane Routhier Graf & Betty L. Schroeder

Release Your Brilliance

by Simon T. Bailey

Thank God It's Monday

by Roxanne Emmerich



Essence of Excellence, continued

12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event

13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program

14. Maintain a minimum of

15 members and achieve an annual retention rate of at least 80 percent

15. Conduct at least one IMPACT meeting

16. Conduct new member orientation program

17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)

18. Sponsor a new IAAP Professional Chapter or Student Chapter

19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey

Completed criteria will be submitted through an online process.

MY FAVORITE THINGS

Four Great Websites

www.keithferrazzi

New to networking? Keith Ferrazzi is a professional networker; his tips and tricks will help you to expand your world as well.

www.hellomynameisscott.com

Another great "growing" – Scott will help you come out of your shell and teach you how to be more approachable.

www.gitomer.com

Even if you do not work in the marketing field, Jeffrey Gitomer makes sense! Though sometimes called "controversial", the information found on his website and in his blogs can really help you in your day-to-day work life.

www.office.microsoft.com/en-us/training

Free self-paced training courses for MS Office programs. And of course, great advice from the "Crabby Office Lady!" (no, that's not me !)

Also check out the clip art on www.office.microsoft.com — great stuff!