

About the Midland Chapter

IAAP has had a presence in the Midland community since May 5, 1970. Chartered originally as Chippewa Chapter, the name was later changed in 1988 to Midland Chapter. Today we strive for a diverse membership base and encourage involvement from a variety of office-related professions outside the traditional scope of administrative (i.e., technical professionals, office managers, etc.). Midland Chapter provides excellent professional development workshops and seminars for the "career-minded" administrative professional

The Midland Chapter participates in special activities during the year:

Administrative Professionals Week
CPS/CAP Study Groups
Community Service

The Midland Chapter meets on the third Thursday every month, September to June.

Membership Classifications and Dues

Professional Member dues are payable annually:

International Dues:	\$58.00
Michigan Division Dues:	15.00
Chapter Dues:	10.00
One-time Processing fee	<u>15.00</u>
	\$98.00*

*Each year's renewal will then only be \$83.00.

Associate and Student memberships are also available.



Contact Information Midland Chapter

For additional information about:

International Association of
Administrative Professionals
Midland Chapter

Contact:

Theresa Guthrie
Membership Chair
Phone (989) 631-0830
Fax (989) 631-7070
E-mail:

tguthrie@chippewanaturecenter.org

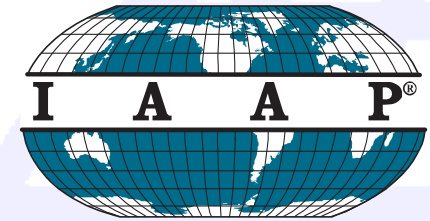
-or-

Visit IAAP's websites

www.midlandiaap.org
www.iaapmichigan.org
www.iaap-hq.org



An Overview of



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

**INTERNATIONAL
ASSOCIATION
OF ADMINISTRATIVE
PROFESSIONALS®**

AND

**MIDLAND CHAPTER
MICHIGAN DIVISION**

2008-2009

"Pride in Professionalism"



International Association of Administrative Professionals® (IAAP®), formerly known as **Professional Secretaries International® (PSI®)**, is the voice of the administrative profession and the world's leading organization for administrative professionals. Its mission is to promote the competence and recognition of the profession and to represent the interests and welfare of persons working in and preparing for administrative-related positions.

IAAP is a not-for-profit professional association of administrative professionals throughout the world that defines administrative professionals as individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

The goals and activities of IAAP are directed toward...

...Promoting professional development by means of continuing education programs and leadership responsibilities:

- ↪ Local speakers provide information on a variety of subjects at monthly meetings.
- ↪ Division and international convention held annually.
- ↪ Annual educational seminars and workshops.
- ↪ CPS/CAP Study Groups.

...Fulfilling the spokes-authority role for administrative professionals:

- ↪ Monitoring trends in the administrative field.
- ↪ Representing the profession's interest in business and industry, government and education.
- ↪ Serving as a resource in all aspects of the administrative profession.

IAAP membership offers numerous opportunities for professional and personal growth through seminars, workshops, and leadership conferences sponsored by IAAP chapters and divisions.

Other opportunities include sharing mutual interests through networking. In addition, members receive the official IAAP publication, *OfficePRO*, as well as other newsletters.



What can Midland Chapter do for you?

Administrative professionals who attend monthly chapter meetings gather valuable information that enhances their careers while building a valuable network among their peers. As our chapter continues to strive for professional excellence through information and pertinent program and business meetings, we hope to encourage you toward professional growth.



What is Midland Chapter's Commitment to you?

- ↪ Provide leadership opportunities.
- ↪ Provide educational programs, training and materials.
- ↪ Encourage and support the attainment of the CPS/CAP rating.
- ↪ Provide opportunities for networking and social interaction.



Listen to what our members have to say about IAAP..."

"It's been one of the most rewarding groups I have been happy to be involved with. It has allowed me to take on leadership roles and to continue growing and staying knowledgeable about the newest products and information related to this field" Judy Timmons CPS/CAP

"My supervisor was very pleased that I had taken the step to obtain my CPS rating and has since represented me as a leader in our function during the promotion process. IAAP offers such a wealth of opportunities to learn, share, grow and be challenged in our profession." Shari deBeauclair CPS

