

SPECIAL EVENTS

CPS/CAP Exam Application Deadlines

August 15, 2007 and February 15, 2008

CPS and CAP Parts 1—3 Exams

November 3, 2007

May 3, 2008

CAP Part 4 Exam

November 2, 2007

May 2, 2008

Columbus Chapter Education Seminar

Spring 2008

Administrative Professionals Week/Day

April 21—25/April 23, 2008

Certification Conference

October 14—17, 2007, San Antonio, TX

Professional Education Conference

March 2—5, 2008, Charleston, SC

Ohio Division Annual Meeting

June 20—22, 2008 – Cincinnati, OH

IAAP International Convention & Education Forum

July 27—30, 2008 – New Orleans, LA

WHAT YOUR EMPLOYER WILL GAIN BY YOUR MEMBERSHIP IN IAAP:

- A professional team member dedicated to producing a quality product or service.
- A positive public relations representative who takes pride in professionalism and excellence.
- Office personnel who are up--to--date with the latest technological trends.
- Opportunities for quality leadership training, self--improvement, and employee education.
- An employee who has the opportunity for continuous professional and personal growth.

2007–2008 CHAPTER OFFICERS and PARLIAMENTARY ADVISORY

Linda Mettle CAP	President
Tracy Metzger	President-Elect
Annette Cooperider CPS	Vice President Meeting Arrangements
Debbie Moore CPS/CAP	Vice President Programs
Leslie Johnson	Recording Secretary
Elsa Pagliery CPS	Communications Secretary
Claire Lacey CPS/CAP	Treasurer
Rosalynne Taylor Woods CPS/CAP	Parliamentary Advisor

For additional information regarding IAAP Columbus Chapter programs, special events, membership, speakers, workshops, or the CPS or CAP designations, please visit our website:

www.iaap-cols.com



International Association of Administrative Professionals®



Monthly Meetings
are held at
The Fawcett Center
(unless otherwise noted)
2400 Olentangy River Road
Columbus, OH 43210

(Special December Meeting Location)

PROGRAMS 2007–2008

September 18, 2007 – Tuesday

"A New Look and Feel for MS Office"
Eastland-Fairfield Career & Technical
Schools. Program starts at 6:15
(Eligible for 1 Recertification Point)

October 17, 2007 – Wednesday

"The Law of Attraction...the Secret"
Tami Wilson, Identity Insights

November 15, 2007 – Thursday

"Speed Reading Plus"
Bonnie James
Advanced Reading Concepts

December 12, 2007 – Wednesday

"Living Faith through Inspirational Music"
Living Faith Praise Team Ensemble

January 23, 2008 – Wednesday

Mind-Body-Spirit Fitness
Teresa Devitt

February 21, 2008 – Thursday

*"Using Simple Project Management Tools-
The Role of the Administrative
Professional"*
Lee R. Lambert, PMP
Lambert Consulting Group
Program starts at 6:15
(Applied for Recertification Point)

March 18, 2008 – Tuesday

*"Secrets of a Salesman's Daughter:
How to Consistently Connect with
People and Be Remembered"*
Mary Rose Maguire

April 23, 2008 – Wednesday

"Salute to Administrative Professionals"
Tracy Metzger, President-Elect

May 20, 2008 – Tuesday

A Lifetime of Achievements featuring
"Admins on the Horizon"
Sam W. Gill III CPS, Director
Great Lakes Division

June 17, 2008 – Tuesday

"Installation of Officers"

5:30 PM Networking

6:00 PM Dinner

7:00 PM Program

BENEFITS OF MEMBERSHIP

- **PROFESSIONAL RECOGNITION**
Administrative Professionals Week®
Administrative Professionals Day®
- **PERSONAL & PROFESSIONAL DEVELOPMENT**
Monthly Chapter Dinner/Program
Chapter Annual Education Seminar
Workshops
Ohio Division Annual Meeting
IAAP Annual International Convention
- **NETWORKING**
Interact with over 100 colleagues and experts in a variety of fields
- **COMMUNITY INVOLVEMENT**
Scholarships
Civic Projects
Student Services
- **OTHER BENEFITS**
Travel Discounts
OfficePRO® Magazine
On-line Training Courses
Chapter Website & Monthly Newsletter
Retirement Center

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP)

GOALS: Provide educational resources and opportunities to achieve and maintain the highest level of professional competence and professional development. Project a professional, strong, and authoritative image, which is recognized and valued by the business community.

The Columbus Chapter was chartered in 1945. We are one of the largest chapters in the association with over 100 members representing various businesses.

MISSION: The International Association of Administrative Professionals (IAAP), Columbus Chapter, is an association of administrative professionals. It promotes professionalism and active participation in IAAP. Services are delivered to members in the areas of educational programs which promote personal, professional and leadership development, including the Certified Professional Secretary® (CPS®), the Certified Administrative Professional® (CAP®), certifications, and peer networking; thereby increasing business effectiveness. By constantly adding value in the dynamic office environment, this organization and its members elevate the business community's awareness of the value of administrative professionals, the CPS and CAP designations, and membership in IAAP.

PROFESSIONAL CERTIFICATION

Certified Professional Secretary (CPS)
Certified Administrative Professional (CAP)

Certification through IAAP is the internationally recognized standard of excellence. Achieving certification through IAAP can be a tremendous career advantage, providing convincing distinction in an increasingly competitive job market.