

BENEFITS OF MEMBERSHIP

Members gain benefits and services that distinguish IAAP as a premier organization for administrative professionals:

- Personal and professional development
- Educational seminars, programs, and special events
- Networking opportunities
- Improved professional image
- Leadership training
- Teamwork and organizational development
- Certification of Excellence through the Certified Administrative Professional® (CAP®) and the Certified Administrative Professional-Organizational Management® (CAP-OM®) Programs
- Administrative Professionals Day/Week
- International Convention and Educational Forum
- Office Pro magazine
- Retirement Center
- Discounts on educational resources (audiocassettes, books, self-study materials, videotapes)

Make an investment in yourself and your career whether in a present job or in preparation for a more challenging position by joining the professionals!



MEMBERSHIP

Membership gives valuable insight and information required to utilize changing technology, enhance interpersonal skills, and develop an understanding of the multicultural world. Your involvement will present many networking and educational opportunities to help you compete in today's competitive job market.

Your membership in IAAP will offer many possibilities to grow and advance in key areas, build a valuable network with local administrative professionals, realize advancements and trends, attain professional certification, present opportunities for advanced skills and realistic, hands-on experience to sharpen leadership, team, and management skills necessary in today's business environment.

For additional information call:

**Maureen Chapman
President**

540-720-2829

fmchapman@comcast.net

**Libby Blosser CAP
Membership Chair**

540-898-7073

libbyannblosser@gmail.com

**Visit our Website
www.fredericksburgiaap.org**

**For more information about the
Fredericksburg Chapter and the benefits
IAAP offers to enhance your career.**

FREDERICKSBURG CHAPTER



**International Association of
Administrative Professionals®**

IAAP

THE ORGANIZATION



IAAP World Headquarters

The International Association of Administrative Professionals® (IAAP®), the world's largest association for administrative support staff, is comprised of nearly 600 chapters and more than 28,000 members and affiliates worldwide. IAAP's mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development. Its membership includes secretaries, office managers, clerical workers, administrative assistants, receptionists, information specialists, and related administrative professionals, proactively staying abreast of trends and advances while increasing professional skills and networks.

IAAP is a non-profit organization committed to promoting the highest professional standards and enhancing the image of the profession. For nearly 70 years, we have provided comprehensive research on office trends; cutting-edge publications; outstanding seminars and conferences; and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

The association serves as an informational and resource clearinghouse on all aspects of office administration. It provides opportunities to obtain education and training, build camaraderie among professionals, and develop confidence to interface with business leaders from all walks of life. These skills assist administrative professionals in the successful pursuit of personal and career goals.

Administrative professionals face the challenges of working at their jobs, while continuously keeping pace with the ever-evolving technology. IAAP understands that continuing education is essential for long-term career success. In today's rapidly changing business environment, it is essential to network with other professionals to stay well-versed of the latest trends and office procedures.

Additionally, IAAP takes an active role in educating employers about the value that administrative professionals can bring to their organization. Employers expect interaction with all department levels, a demonstration of skill-building, and an increased the value within the workplace. Working in conjunction with employers, IAAP elevates the standards of the profession by enhancing its working relationship with management through continuing education, specialized programs, and progressive publications. IAAP strives to set standards of excellence recognized by the business community on a global perspective.

IAAP CORE VALUES

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

OUR CHAPTER

The IAAP Fredericksburg Chapter was chartered in January 1985.

Our members are administrative professionals representing diverse careers and backgrounds, working on many levels for corporations, educational institutions, and federal, state, and local government agencies.

We have a dinner/business meeting on the fourth Monday of each month. Our meetings offer opportunities for involvement and skill-building as well as occasions to expand knowledge on issues affecting the workplace. Our monthly speaker series features current topics relevant to the administrative professional field.

While providing a resource for networking, the Fredericksburg Chapter promotes professionalism and excellence through education, partnership, and team effort, highlighted by our annual educational seminar and our monthly newsletter, *Fredericksburg Lantern*.

We invite you to grow personally and professionally as well as broaden your business associate network by becoming a part of IAAP.

Working at the Chapter level, chairing a committee, or being an officer, greatly helps to gain self-confidence and can give you the winning edge, both translate to job success.

Our goal is to expand the boundaries and unleash the talents and skills our administrative professionals possess.

Guests are always welcome.

