



# Fredericksburg IAAAP Lantern



January 2012

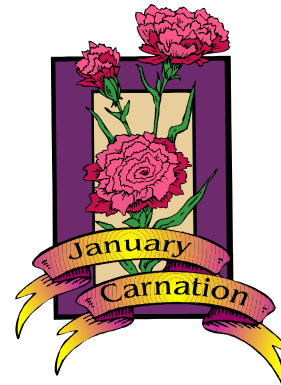
[www.fredericksburgiaap.org](http://www.fredericksburgiaap.org)

Issue No. 14

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**MONTHLY MEETING-Monday,  
January 23, 2012**  
Lone Star Restaurant  
2051 Plank Road  
Fredericksburg, VA 22401  
540-374-1565  
6:30 pm



"To put the world in order we must first put the nation in order.  
To put the nation in order we must first put the family in order.  
To put the family in order we must first cultivate our personal life.  
To cultivate our personal life, we must set our hearts right."

Confucius

## Begin the Journey...



Fredericksburg Chapter  
PO Box 4072  
Fredericksburg, VA 22402-4072

**FREDERICKSBURG  
CHAPTER IAAP  
2011-2012  
COMMITTEE CHAIRS**

**Administrative Professionals'  
Week**

Kathy Wall

**Bylaws and Standing Rules**

Mary Maynard

**Certification**

Suzanne McKissick, CAP-OM

**Community Service**

Susan Young

**Education/Program**

Kathy Wall

**Membership**

Libby Blosser, CAP-OM

**Ways and Means**

Darlene Jett

Kay McOsker

**Sunshine**

Kay McOsker

**Student Chapter**

Libby Blosser, CAP-OM

**RTF**

MJ Surina, CAP-OM

**Website**

Kay McOsker

**Newsletter**

Suzanne McKissick, CAP-OM

**Historian**

Suzanne McKissick, CAP-OM

If you would like to help on any of these committees, please contact a board member.

**Fredericksburg Chapter IAAP  
Board of Directors  
2010-2011**

President: Maureen Chapman

Email: fmchapman@comcast.net

Vice President: Kathy Wall

Email: Kathryn.j.wall@mwhc.com

Co-Secretaries: Darlene Jett and

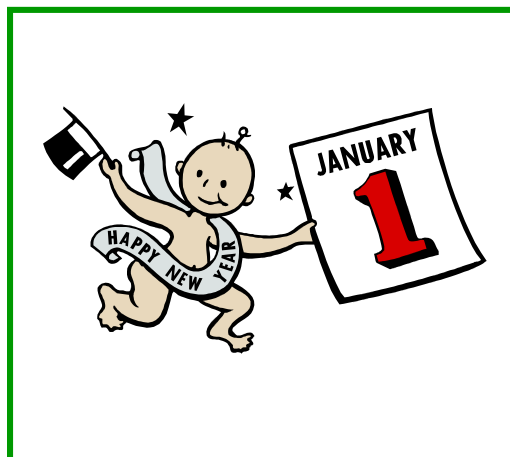
Email: darlenejett@hotmail.com

Kay McOsker

Email: mco@co.henrico.va.us

Treasurer: Judy Sloan

Email: jsloan@teleinc.com



"The best way to succeed is to discover what you love, and then find a way to offer it to others, in the form of service."

Oprah Winfrey

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## From the President:



Good grief, Charlie Brown, the New Year is HERE!!!!!!!!!!!!!!!!!!!!

The year 2012 is coming fast. The New Year always seems time for reflection, setting goals, and making promises to yourself and others to be a better person in the coming year. When setting those New Year's resolutions, don't overestimate your time and energy. Set realistic expectations for yourself so that six months down the road, you don't feel guilty for not completing or maybe not even beginning to work on those resolutions.

With so much change going on around us, we can easily be pulled in too many directions at once. Between family, work, church, education studies, and our IAAP commitments, there isn't much time left at the end of the day. So how do we handle it? Just like you do on the job! Are you doing too much after you have completed what you need to do for family and career?

Prioritize the things you need to do now, allow for the changes you can anticipate. Don't over schedule yourself. If you do that, you will never feel like you are making any progress. Here's to a great New Year without as much stress.

Please go to [iaap.hq.org](http://iaap.hq.org) to set up your profile. There is a lot of information on the site and the web groups are a wealth of knowledge and discussion about our organization and suggestions on how to deal with a wide range of responsibility. There is also a job board for those who may be looking for a new job. Our Division has a web page with the list of officers, activities, archived files, the newsletter and current information on forms that Chapters need to complete.

Our IRS forms have been filed and our budget has been forwarded to the Division. See you on January 23, 2012, at 6:30 PM at Lone Star for the Membership Meeting. The Board meeting is set for January 9<sup>th</sup>. All members are welcome to attend.



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## 2011-2012 Chapter Meeting

### Dates

September 12	Board Mtg
September 26	Membership Mtg
October 10	Board Mtg
October 24	Membership Mtg
November 14	Board Mtg
November 28	Membership Mtg
December 12	Christmas Social (short membership/board mtg if necessary)
January 9	Board Mtg
January 23	Membership Mtg
February 13	Board Mtg
February 27	Membership Mtg
March 12	Board Mtg
March 26	Membership Mtg
April 9	Board Mtg
April 23	Membership Mtg
May 14	Board Mtg
May 21	Membership Mtg- Election of Officers
June 11	Board Mtg
June 25	Membership Mtg

### Installation of Officers

At this point, all meetings will be held at Lone Star. Everyone is welcome to come to the board meetings as well as the membership meetings.

## IMPORTANT DATES

### Next Newsletter

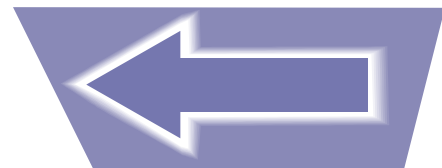
deadline— January 27, 2012

If you have any articles or suggestions, please send them to [smckissick528@verizon.net](mailto:smckissick528@verizon.net).

This is your newsletter, and we would like to make it fun and full of useful information. So if you have articles, quotes, recipes, games, inspirations, news, or committee updates, please email them to me.

### FOR YOUR INFORMATION:

- Newsletters are sent electronically to members and also posted on our website.
- Members are welcome to attend any Board Meetings.



"The most important moment in your life is now."

## UPCOMING EVENTS

March 4-7, 2012—Spring Conference  
 April 22-31, 2012—Administrative Professionals Week  
 June 29-30, 2012—Annual Meeting, Lynchburg, VA  
 July 22-25, 2012—EFAM

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## MEMBERSHIP COMMITTEE NEWS

**Update Your Contact Information** If you have recently moved or changed your e-mail address send your new contact information to [membership@iaap-hq.org](mailto:membership@iaap-hq.org). Make sure you stay connected!

### 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!

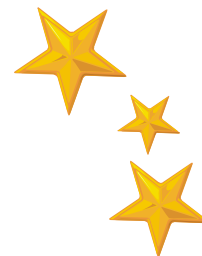


**HAPPY BIRTHDAY!**

**January**

Mary Surina 3<sup>rd</sup>

Susan Young 28<sup>th</sup>



**HAPPY IAAP ANNIVERSARY**

**January**

"If you fill your day with regrets of yesterday, and the worries of tomorrow, you will have no today to be thankful for."

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# 10 Tips for Creating Your Performance Self-Review

Does your employer require you to write a review of your own job performance? Employee self-reviews are increasingly popular these days. But how can you honestly assess yourself in a way that's likely to influence your boss? Here are 10 key dos and don'ts.

**Don't be modest.** Don't be shy about letting your boss know where you shone during the review period. Highlight your accomplishments with grace and diplomacy and, naturally, without putting any of your colleagues down.

**Don't forget about achievements made early on in the performance review period.** Your boss cannot possibly remember all of your projects and your participation. Go back over documents and emails to help you remember your earlier accomplishments.

**Don't be stuffy.** Writing in a conversational style will encourage your supervisor to talk with you about the elements in the self-review.

**Do get feedback from coworkers.** Consider asking your colleagues what they think of your performance.

**Do include objective measures of accomplishment.** The more you can highlight tangible benefits you offer the company, the more invaluable you will appear. What difference did your efforts make to the bottom line? What did you do to contribute to excellent customer service? How did your work further the company's goals? Use dates, percentages, and numbers to back up your accomplishments.

**Don't use your self-review as a bargaining chip.** A review is not the time to pick a fight about your compensation. Be clear about your accomplishments; save salary discussions for another time.

**Do use appropriate language.** Choose words that demonstrate objectivity and distance. For example, instead of saying how much you like your job, detail the ways that your job skills have improved during the review period.

**Do suggest areas with room for improvement.** If you can think of specific ways to improve your performance, mention them. Employers appreciate employees who have a realistic view of where they can improve.

**Do include task-related action plans.** Be as specific as possible about any ideas you have for improving your performance, learning new skills, or taking on new responsibilities.

**Do write more than one draft.** This self-review will become part of your permanent employment record, so be sure it's well-crafted.

For a good overview of how an employee self-review can help boost your career, read "[The Benefits of Employee Self-Reviews](#)". And keep in mind that there may be some distance between your own assessment of yourself and what your supervisor thinks. Check out "[Closing the Gap Between a Self-Review and a Supervisor's Review](#)" for tips on bridging that gap.

Go to [www.allbusiness.com](http://www.allbusiness.com) for more information.

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## Are you a Member of Excellence?

*Why strive to be a Member of Excellence? What's in it for me?  
Why should I take the time?*

### **Do it for Your Career!**

**Become a Member of Excellence (MOE) to show your employer that you strive for professional excellence**

- ✓ Continuing education / improving your skills / becoming a more valuable employee
- ✓ Display certificate during performance evaluation
- ✓ Request letter from IL Division be sent to your employer for additional recognition

### **Do it for Your Future Employment!**

- ✓ Use "Member of Excellence" achievement on your resume and portfolio
- ✓ To be recognized for the pursuit of education and excellence in your profession

### **Do it for Your Association!**

- ✓ Your Chapter needs 7% of its members to be MOE's to achieve the Chapter of Excellence
- ✓ Your Division needs 7% of its members to be MOE's to achieve the Division of Excellence

### **Criteria (meet 8 out of 11):**

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form **(send copy to your chapter president)**.
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it **cannot** be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This **mandatory** requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
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. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



## Christmas Social 2011



MJ & Libby doing the word searches.



Judy and Maureen enjoying their dinners.



Kathy working on another game. Darn those games!

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Susan Young contemplating  
which present to pick.

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Happy New Year