

OLD DOMINION CHAPTER, IAAP EFFECTIVE LEADING...JOIN A COMMITTEE

2011-2012 CHAPTER YEAR COMMITTEE SIGN-UP FORM

Committees are a vital part of any successful organization. A successful chapter needs to be able to count on all its members. Committees not only benefit the chapter, they benefit you as well. They are a great way to learn more about fellow members in addition to sharpening your administrative skills.

Please take an opportunity to review the committees as outlined below and fill out information by indicating your choice and forward form to Cynthia Robinson, CAP via rob12@co.henrico.va.us.

ADMINISTRATIVE PROFESSIONALS WEEK (APW) BOARD CONTACT: GALE BARNEY CHAIR: BARBARA WILLIAMS, CAP-OM	Plans Administrative Professionals Week Program and promotes the professional image of the administrative professional.
BUDGET BOARD CONTACT: JUNE PEGRAM, CAP-OM CHAIR: JUNE PEGRAM, CAP-OM	Audits all chapter financial records.
BYLAWS AND STANDING RULES BOARD CONTACT: MICHELLE JACKSON CHAIR: MICHELLE JACKSON	Reviews Bylaws, Standing Rules, and Procedures at the International, division, and chapter levels as well as submits recommendations for revisions at the chapter level to Board and to membership.
CERTIFICATION BOARD CONTACT: VACANT CHAIR: BARBARA WILLIAMS, CAP-OM	Stimulates interest and encourages participation in the CAP® and CAP-OM® Programs and coordinates CAP/CAP-OM Review Classes.
COMMUNITY SERVICE BOARD CONTACT: MARY CLARK CHAIR: GAIL ARTHUR, CAP-OM	Leads Chapter activities in the field of service to the community.
EXECUTIVE BREAKFAST BOARD CONTACT: LINDA TAYLOR CHAIR: LINDA TAYLOR	Plans a professional social event to honor the executives we support and who support our membership.
FINANCIAL REVIEW BOARD CONTACT: VACANT CHAIR: GAIL ARTHUR, CAP-OM	Audit the chapter financial records, Such audit shall be completed by August 15, a written report covering the audit submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.
MEMBERSHIP BOARD CONTACT: CANDICE LEE, CAP-OM CHAIRS: BARBARA WILLIAMS, CAP-OM	Directs all activities of the chapter concerned with the recruitment and maintenance of membership.
MENTORING PROGRAM BOARD CONTACT: CANDICE LEE, CAP-OM CHAIR: VACANT	Mentor and direct new members.
PROGRAM/SEMINAR BOARD CONTACT: MARY CLARK CHAIR: MARY CLARK	Coordinates chapter programs and plan educational seminars.
PUBLICITY/MARKETING BOARD CONTACT: MICHELLE JACKSON CHAIR: RUKIYA WILKINS	Publicizes chapter activities through press releases to the news media and promote the Old Dominion Chapter and IAAP within the local business community.
SCHOLARSHIP BOARD CONTACT: VACANT CHAIR: VACANT	The committee shall be responsible for publicizing the Scholarship award in accredited institutions offering administrative support or office technology curriculum and shall conduct the competition in accordance with established plans of previous years, or in such manner as seems advisable, approved by the Board of Directors.
SOCIAL MEDIA BOARD CONTACT: MICHELLE JACKSON CHAIR: DOMINIQUE HENRY	Publicizes chapter activities through social media.
WAYS AND MEANS BOARD CONTACT: GALE BARNEY CHAIR: ALMA GORDON	Devises and promotes projects to raise funds for the operation of the Chapter.

COMMITTEE NAME: _____

YOUR NAME: _____

PHONE: _____ E-MAIL: _____