

## MEMBERSHIP CLASSIFICATIONS

**Professional Member:** A currently employed (or within the last two years) administrative professional, a holder of the CPS and/or CAP rating or an employed teacher or business education.

**Student:** Full-time student in business education (total of 12 semester or quarter hours); does not include CPS/CAP training modules or workshops. Members may remain in the Student classification for a maximum of four years.

**Associate:** An individual, firm or educational institution that sustains the objectives of IAAP.

**New Member Fee: \$138**  
(\$15 processing fee/\$83 annual dues/\$10 division dues/ \$30 chapter dues)

**Member Retiree Fee: \$69.50**

**Annual Renewal: \$123**

For more information on membership contact:

**Barbara Williams, CAP-OM, Chair**  
804.484.8653 (w) / 804.591-6200 (cell)  
[Barbara.A.Williams@altria.com](mailto:Barbara.A.Williams@altria.com)

## BENEFITS OF MEMBERSHIP

### Get Connected

IAAP offers exceptional networking and professional development activities through its 600+ chapters and affiliate associations worldwide. You'll connect with your peers from virtually every type of business and service.

### Keep Up With the Latest Trends

IAAP's award-winning *OfficePRO* magazine, published nine times a year, contains cutting-edge information on trends, new technology, and career development. *Bits & Bytes* newsletter offers information on current events in the association.

### Obtain Professional Certification

IAAP's certification program is the most widely recognized for office professionals like you. Members receive special discounts on certification study materials and resources.

### Enhance Your Skills

IAAP offers member discounts on more than 250 self-study materials. There are also many conferences you can attend throughout the year. Use these resources to further your personal and professional development and qualify for the CEU (Continuing Education Unit) and recertification points.

## 2011-2012 BOARD OF DIRECTORS

### PRESIDENT

**Cynthia Robinson, CAP-OM**  
*County of Henrico Public Works*

### PRESIDENT-ELECT

**Lana Agostini**  
*City of Richmond Public Works*

### FIRST VICE-PRESIDENT

**Mary Clark**  
*Richmond Public Schools*

### SECOND VICE-PRESIDENT

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*Altria, Inc.*

### CORRESPONDING SECRETARY

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*County of Henrico Public Works*

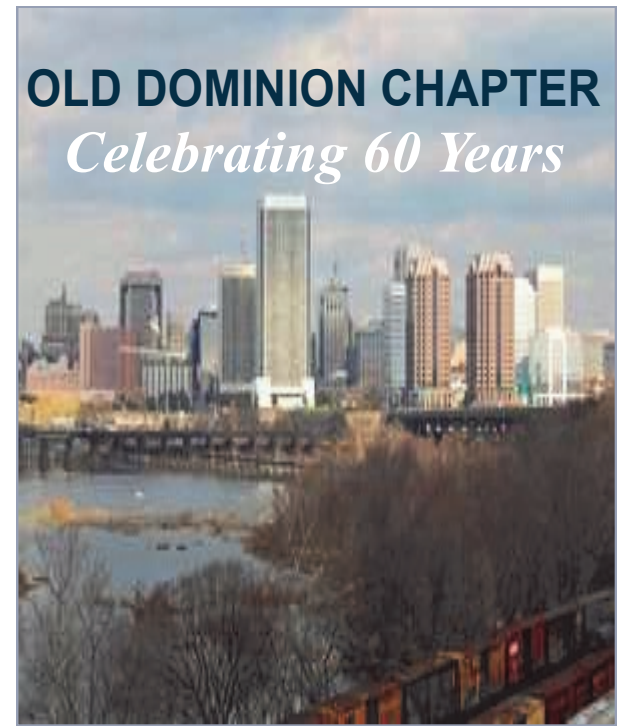
### RECORDING SECRETARY VACANT

### TREASURER

**June Pegram, CAP-OM**  
*Hanover County Assessor's Office*

### PARLIAMENTARY ADVISOR

**Michelle Jackson**  
*Virginia Housing Development Authority*



## OLD DOMINION CHAPTER *Celebrating 60 Years*

### OUR MISSION

*"Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development."*

## MESSAGE FROM THE PRESIDENT



The Old Dominion Chapter, IAAP offers a friendly and welcoming atmosphere to focus on professional education, team building, networking, leadership development, and giving back to the community. We have great members who promote our chapter by providing ideas and hard work to build the chapter into an even better organization.

This year the Old Dominion Chapter will be celebrating 60 years! The theme is "Effective Leading!" As you know, with the rapidly changing workplace, keeping current on the latest trends and technology is essential to staying employed and in making you indispensable in the workplace!

We invite you to take a closer look and join us at the next chapter meeting.

## MEETING AGENDA

Registration / Dinner / Networking 5:30 p.m.  
Program 6:00 p.m.  
Business Meeting 7:15 p.m.

The Old Dominion Chapter regular monthly meetings convene the third Tuesday of each month at the County of Henrico Training Center, 7701 E. Parham Road, Henrico, VA 23294. Registration includes free parking, dinner (Jason's Deli) and program with a qualified speaker. The cost of the meal is \$10. One recertification point is usually granted. There is no charge for meeting only. Guest welcomed!

To view registration forms, seminar brochures and additional information, please visit ODC website via [iaap-olddominion.org](http://iaap-olddominion.org).

P.O. Box 71412-Henrico, VA 23255



## What is a "Administrative Professional?"

IAAP 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."

## OLD DOMINION CHAPTER HISTORY

The Old Dominion Chapter (ODC), chartered in November 1951, was the first National Secretaries Association (NSA) chapter in Virginia. In 1998, the national organization's name changed to International Association of Administrative Professionals (IAAP)

ODC is proud of its history and contribution to the Richmond Metro area for the past 50 years. Through dedication and determination of its members, ODC has served, and will continue to serve, all office professionals employed in our area. Collectively, we can make a difference in our profession.

ODC welcomes new members from the Richmond Metro area to our Chapter. Businesses are encouraged to be sponsors of ODC's professional skill building efforts for their administrative support staff. Financial support of membership dues, seminar fees, convention, and meeting expenses by organizations, as provided on behalf of any professional within their company is expected and encouraged by the Old Dominion Chapter, IAAP.

## CHAPTER INVOLVEMENT

You receive all the benefits of membership and you are a member of a local chapter and division. Monthly chapter meetings/programs are held which allow you to come together with other members for education and professional development. To take full advantage of all that IAAP has to offer, this level of involvement is encouraged.

## FACE IT...

- The world is changing
- Technology is changing
- Office environments are changing

## 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.

**Encouragement:** Offer inspiration for administrative professionals to fulfill their potential and advance their careers.

**Leadership:** Members serve as positive ambassadors and role models for both the profession and association; leadership development is a key purpose of IAAP.

**Loyalty:** Loyalty to the profession, to employers, and to IAAP is a characteristic of true professionals and is highly valued in business.

**Professionalism:** A commitment to excellence, both individually and collectively, is a hallmark of IAAP.

**Relevance:** To assure that IAAP continues to offer worthwhile programs and services—and meet members' evolving needs.

**Pride:** Pride in our chosen career field and membership in IAAP.

**Connection:** IAAP offers invaluable opportunities to develop long-term friendships, to share information and build camaraderie among professionals.

**Individual Importance:** Each member is an important individual contributor and asset to the organization.

## NETWORKING

Because of the broad cross-section of administrative professionals, networking with our membership offers contacts in many diverse areas. With the variety of experience levels within our membership, you can also develop mentoring relationships to increase your effectiveness as an administrative professional.

## "Expectations"

"Employers expect their admins to be familiar with current technologies in office practices and procedures and aware of developments in office systems and technology." - IAAP

## 2011-2012 CHAPTER MEETINGS

**July 19, 2011 - Annual Summer Social/Garden Party—5:30 p.m.—7:30 p.m.**  
12 Steps to Developing a Positive Attitude While Finding Joy In Your Work!  
Speaker: Willa Bringham, Emmy Award-Winning Storyteller, TV Host

**August 17, 2011 - Monthly Meeting—5:30 p.m.—7:30 p.m.**  
Characteristics Of A Leader!  
Speaker: Kim Brown, H. R. Training Manager, Pfizer

**September 20, 2011 - Monthly Meeting—5:30 p.m.—7:30 p.m.**  
Up Your Game For Success: How To Successfully Nail An Interview!  
Speaker: Jamie White, H. R. Manager, Pfizer

**October 13, 2011 - Boss's Day Appreciation Breakfast—8 a.m.—10 a.m.**  
Leadership: Grow Your Career For Success!  
Speaker: Melanie Green, PhD, RN, CNE, Asst. Director, BSMCN  
Cost: \$25

**November 1, 2011 - Annual Seminar/60th Anniversary—8 a.m.—4 p.m.**  
The Road To Excellence: Can I Lead?  
Speakers: Delegate Joe Morrissey & Others  
Cost: IAAP Member \$60/Non-Member \$65

**December 6, 2011 - Annual Holiday Event—5:30 p.m.—7:30 p.m.**  
Christmas Called!  
Speaker: Chuck Hansen, Speaker, Writer, Humorist..., LLC

**January 17, 2012 - Monthly Meeting—5:30 p.m.—7:30 p.m.**  
Effective Leading: Time Management!  
Speaker: Dr. Maria Poindexter, H. R. Manager, JSR

**February 21, 2012 - Monthly Meeting—5:30 p.m.—7:30 p.m.**  
Microsoft Office 2010: Word & Excel Tips and Tricks  
Speaker: Dale Moore, Documentalist/Trainer, RPS

**March 20, 2012 - Membership Drive—5:30 p.m.—7:30 p.m.**  
Organizational Planning: How To Think Strategically...!  
Speaker: Genevieve Roberts, MBA, PHR, Partner, Titan Group

**April 26, 2012 - Administrative Professionals Week Seminar—8 a.m.—4 p.m.**  
Topic: Using Your Voice to Influence Your Boss!  
Speaker: J. Kyle Howard, President, CEO, Arizen Phoenix Publishing  
Cost: IAAP Member \$60/Non-Member \$65

**May 15, 2012 - Monthly Meeting—5:30 p.m.—7:30 p.m.**  
Topic: Navigating the Change!  
Speaker: Patrick Patrong, Director, Workforce Planning & Development Division for the Virginia Department of Social Services

**June 19, 2012 - Installation of 2012-2013 Officers—5:30 p.m.—7:15 p.m.**  
Topic: TBA-  
Speaker: TBA

## EMBRACE IT...

- Network
- Gain skills
- Keep up with technology
- Stay connected with other professionals
- Be marketable and valuable to employers

