

## ATHENS CHAPTER LEADERSHIP OPPORTUNITIES

### Committees

#### Standing

- By-laws and Standing Rules
- Certification
- Education
- Finance
- Membership
- Newsletter
- Program
- Publicity
- Recognition
- Student Chapter
- Retirement Trust Foundation
- Ways and Means

#### Special

- Administrative Professionals Week
- Arrangements
- Awards
- Community Service
- Executive Appreciation
- Webmaster

### ATHENS CHAPTER COMMUNITY SERVICE

- Keep Athens Beautiful – Chase Street
- Junior League Food2Kids Program
- Spring and Fall Professional Clothes Drive for Department of Labor
- Prevent Child Abuse Athens
- Canned Food Drive – Athens Food Bank
- Homeless Shelter Dinner
- Caring and Sharing Project Safe Christmas Wish List

## ATHENS CHAPTER MEETINGS

Date: Third Tuesday of each month

Time: 5:30 p.m.

Place: Athens Clarke County Water Resources Building \*

\* See individual notices for October, December and April

### 2009 – 2010 PROGRAM TOPICS

- Lean Principles for Office Processes
- Retirement and You
- Executive Appreciation
- Discovering Your Memory Power
- Managing the Inbox
- IAAP Impact & New Member Orientation
- Gaining Professional Recognition

The Athens Chapter extends an invitation to administrative professionals in this area to visit a Chapter meeting. If you are interested, please contact:

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# Athens Chapter

**POWER  
of  
Commitment**  
Athens Chapter

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



International Association of  
Administrative Professionals®  
Athens Chapter

## ABOUT IAAP

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.

## ASSOCIATION HISTORY

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resource for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

## DEFINITION OF 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."

## VALUES

Our chapter values ethical characteristics, such as integrity, honesty, respect and trustworthiness, which all lead to professionalism.

## VISION

IAAP's vision is to grow our membership with administrative professionals who view IAAP as a resource to develop skills, build their professional network and pursue professional excellence through active participation in chapter programs, community outreach and leadership opportunities.

## STRATEGIC PLAN

Athens Chapter strives to bring meaning to our marketplace by standing strong for ethics in the workplace. We strive to engage our members with educational and informational programs, certification review courses, community outreach projects and leadership opportunities. We will continually work to develop our members, attract new talent and to offer a safe environment for exploring and expanding skills and revealing hidden potential.

By focusing on what members need and want from IAAP, we hope to transform our Chapter by offering timely training, information and opportunities for today's workplace.

## STANDARDS OF INTEGRITY

**Preamble.** IAAP members, chapters, divisions, affiliates, International Board and Headquarters Staff will exhibit the highest standards of integrity through core values, ethical representation and transparent demonstration of financial stewardship.

Members around the world will focus their skills, energy and commitment to excellence in support of IAAP by conducting business responsibly and in a manner that reflects favorably to the Association.

## Standards of Integrity (Cont'd)

These Standards will also encompass full support for the Confidentiality and Conflict of Interest Statement and the IAAP Code of Conduct, with keen awareness of compliance with the law and always working from a position of trust.

## 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.



Conductors...Transporters of Power