

Atlanta Chapter IAAP

Atlanta Chapter – Electrified with Commitment

Power of
Commitment
2009-2010



CERTIFICATION

The Certified Professional Secretary (CPS®) and Certified Administrative Professional (CAP®) ratings are the industry-recognized marks of excellence. Perhaps more than any other distinction, the ratings indicate to employers and colleagues the desire to succeed in a career.

Atlanta Area Chapters of IAAP sponsor CPS/CAP review courses to help prepare candidates to take the CPS & CAP exams.

The exams are given twice annually in May and November. Areas tested include: finance and business law, office systems and administration, management and organizational planning.

Atlanta Chapter will have six programs offering recertification points during the 2009-2010 year.

Please join us!

2009-2010 Programs

July 2009

64th Atlanta Chapter Birthday Celebration

August 2009

Who Needs to Be Perfect
Dot Murphy CPS/CAP

September 2009

Committed To Be Electrified With Motivation

Paula Avery CPS/CAP

October 2009

Lead by Example
Demetrice Clayton CPS/CAP

November 2009

RTF/Chapter Auction

December 2009

No Chapter Meeting

January 2010

Mind Your P's & Q's
Donna Mitchell CPS/CAP
Georgia Division President

February 2010

Recruitment Meeting

March 2010

Technology (TBD)
Greg Creech

April 2010

APW Event

May 2010

PIE
Eunice Reger CPS

June 2010

New officer Installation

For Meeting Dates

And to learn more about
Atlanta Chapter

Check out our website at

www.iaap-atlantachapter.org

For additional IAAP information and
to Join Online go to

www.iaap-hq.org

Meeting Location

Hilton Garden Inn

Atlanta Perimeter Center

1501 Lake Hearn Dr.

Atlanta, GA 30319

For Directions

404-459-0500

Or Search at

Hiltongardeninn.com

Dinner (optional) is \$26.00 per person

Registration: 5:45pm

Call to Order: 6:30 pm

Atlanta Chapter has been an award winning chapter *Electrified with Commitment* since we first chartered on August 3, 1945 with 29 members. The chapter played a key role in the founding of Georgia Division; and, has had member participation at the division and international levels throughout the years.

As the oldest chapter in Georgia Division, Atlanta Chapter has chartered nine new chapters, with six of them remaining strong and active today.

POWER *of* **Commitment** **Atlanta Chapter**

2008-2009 Awards

Georgia Division

Mildred B. Self CPS Award
Odessa Henson RTF Award
Doris Englehart CPS Award

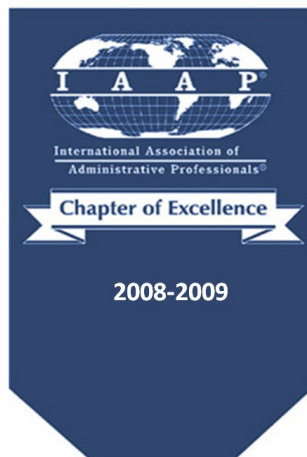
International

Chapter of Excellence Recognition

Mission Statement

The Atlanta Chapter of the International Association of Administrative Professionals is committed to:

- Promoting the challenges and opportunities of the profession;
- Providing continuing educational opportunities for the enhancement of leadership, management and technological proficiency;
- Encouraging the attainment of the Certified Professional Secretary® and Certified Administrative Professional® ratings, and/or the recertification in the area of office support; and
- Exemplifying the standards of excellence which are recognized by the Atlanta business and civic communities



**International Association of
Administrative Professionals®
*Atlanta Chapter***

Atlanta Chapter IAAP Officers 2009-2010

Gwendolyn Little CAP
President

Dot Murphy CPS/CAP
Recording Secretary

Margaret Cross-Shelnutt CPS
Corresponding Secretary

Reba Leverett Jones CPS/CAP
Treasurer

Cathy Fox CPS/CAP
Director

Sylvia Priest CPS
Director