

REQUEST FOR INFORMATION

For more information, please complete this form and mail to the Membership Chair:

Voncile Hodges CPS/CAP
3114 Panthers Trace
Decatur, Georgia 30034-3861

Or call:
(404) 526-5893 (business)
(404) 243-4455 (home)

NAME: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

COMPANY: _____

ADDRESS: _____

EMAIL: _____



CHAPTER OFFICERS

Sonya Robinson CPS - President
Center for Disease Control
4770 Buford Highway, NE, Mailstop K-51
Atlanta, Georgia 30341-3717
(770) 488-6060

LaTonya Blount CPS/CAP - Vice President
Children's Healthcare of Atlanta
1711 Tullie Circle
Atlanta, Georgia 30329
(404) 785-7544

Naomi Deal - Secretary
Georgia Pacific LLC
133 Peachtree Street, NE, 32nd Floor
Atlanta, Georgia 30303
(404) 652-6888

Martharine Pitts - Treasurer
The Coca-Cola Company
PO Drawer 1734
Atlanta, Georgia 30301-3417
(404) 375-3417

Algenise Brown - Elected Director
Social Security Administration
3105 Clairmont Road
Atlanta, Georgia 30329
(404) 325-3256 ext 1004

Pamela Craig - Automatic Director
7450 Mobley Court
Winston, Georgia 30187
(678) 715-3434

POWER
of
Commitment
Dogwood Chapter

Chapter Informational and Program Brochure

2009—2010



International Association of Administrative Professionals (IAAP)



THE IAAP MISSION

is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

IAAP's PURPOSE

is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.

THE IAAP OBJECTIVES

are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

IAAP VISION

is to inspire and equip all administrative professionals to attain excellence.

CERTIFICATION

IAAP has had a very effective standard-setting program in place since 1951: The Certified Professional Secretary (CPS) rating. The Certified Administrative Professional (CAP) program covers an expanded scope of administrative skill and knowledge.

DOGWOOD CHAPTER IAAP Chartered June 21, 1963

Meets: Third Tuesday of each month
Time: 6:00 pm
Location: Holiday Inn Select Airport South
4669 Airport Boulevard
College Park, Georgia 30337

Meetings include dinner, program, and business meeting

DOGWOOD CHAPTER IAAP is one of 30 chapters in the State of Georgia, comprising the Georgia Division IAAP. Georgia Division is a member of the Southeast District which makes up one of six districts to the international organization. IAAP has affiliate members from several countries including Canada, England, Japan, Hong Kong, and Jamaica.

WHY JOIN IAAP?

A professional membership clearly states you are someone serious about your work and interested in keeping up with new trends in your field.

Active membership in a professional organization presents opportunities to test and develop leadership abilities and skills through committee work, organization of conferences or seminars, or serving as an officer on the executive board. Joining a professional group can be one of the best ways to develop professional career contacts.

Professional organizations act as vehicles for the public recognition of a particular profession. During the over 50-year history of the international Association of Administrative Professionals, office professionals have recognized the value of membership in an organization that addresses their specific needs.

2009—2010 PROGRAM SCHEDULE

July
Committee Recruitment & Strategic Planning

August
“Microsoft Office 2007”
Greg Creech
Edutainment

September
“Interviewing Skills/Job Searching”
Luke Carreras
Office Team

October
Executives' Night

November
“Preparing Your Professional Portfolio”
Kay Rogers

December
Holiday Extravaganza

January
“The Office Coach”
Cathy Fox

February
“Fundamentals of Project Management”
Dana Brownlee, MBA PMP

March
“Negotiation Skills”
LaTonya Blount CPS/CAP

April
Administrative Professional Event

May
Business Meeting / Election of Officers

June
Installation of Officers

