

Vision

To inspire and equip all administrative professionals to attain excellence.

Mission

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

Purpose

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

Code of Ethics

IAAP recognizes that the administrative professional's position of trust imposes ethical obligations and established standards of professional conduct embodying the ethical ideals of those in the profession upon him/her.

The Charlotte Chapter meets the second Monday of every month at the Hilton Executive Park • 5624 Westpark Drive • Charlotte, NC 28217. (Advanced reservations are required.) For reservations or additional information contact:

President: president@iaap-charlotte.com
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Employer Benefits

- ◆ Progressive administrative professionals understanding current technical trends.
- ◆ Professional team members dedicated to strengthening your business.
- ◆ Positive public relations representatives taking pride in their professionalism and excellence.
- ◆ Quality leadership training, self-improvement, and employee education.
- ◆ Tap into your invaluable resources today by tapping into ours!

Your People Become Our People

They Grow
You Grow
We Grow



International Association of
Administrative Professionals®

www.iaap-hq.org
www.iaap-charlotte.com



International Association of
Administrative Professionals®

Your Career

Your Profession

Your Association

Changing Roles

Today's administrative professionals are motivated and confident about their abilities to handle any task they perform. They are partners working side-by-side with the executives and taking responsibility for more decision-making tasks.

The International Association of Administrative Professionals® (IAAP®) is the world's largest association for administrative support staff, with over 600 chapters and 40,000 members and affiliates worldwide.

As an IAAP member, you can learn new skills and develop new abilities. Discover state-of-the-industry training programs and meet innovative professionals. The Charlotte Chapter IAAP is one of the top chapters in the state of North Carolina. We can help you unleash your untapped potential.

The North Carolina Division of IAAP has chapters from Asheville to Wilmington, offering education and leadership development opportunities on the local, chapter, and division levels to approximately 500 members and we continue to grow!



Professional Certification

The Certified Professional Secretary® and Certified Administrative Professional® programs are administered by the International Association of Administrative Professionals (IAAP), the world's premier association for administrative assistants, secretaries, and other office professionals. There are over 61,000 CPS®/CAP^{cm} holders throughout the association as of November 2002.

Although attaining certification is *not* required for membership in IAAP, there are many rewards. Achieving the rating provides pride in accomplishment, increased self-esteem, greater respect from employers and peers, confidence to assume greater responsibilities, and opportunity for advancement.

Many schools offer college credit toward a degree for achieving the CPS/CAP rating.

Ad•min'is•tra•tive Pro•fes'sion•al

IAAP defines an administrative professional as "a professional who possesses a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and judgment, and makes decisions within the scope of the assigned authority."

Chapter Activities

The goal of the Charlotte Chapter of IAAP is to enhance the role and value for those individuals who participate in an office administration career. The Chapter accomplishes this goal through education, organizational involvement, and the exchange of ideas that further the productivity and self-fulfillment of its members.

Our organizational structure provides opportunities for on-the-job training in management and leadership while serving as a committee chairperson or as an IAAP officer at the local, state, or international level.

Chapter meeting programs provide training opportunities, new interests, new ideas, and new positions. Networking with peers is a definite plus as members can arrange business contacts with other IAAP members worldwide.

Make the commitment to your profession, your career, and yourself.

Join Today!