

2010-2011 Alabama Division Officers

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IAAP

**Your Professional Connection
for Your Career**

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 28,000 members and affiliates and 600+ chapters worldwide. The association works in partnership with employers to promote excellence. Its members include administrative assistants, executive assistants, office coordinators, information specialist, related administrative professionals and office support staff.



**International Association of
Administrative Professionals®**

Professional Certifications

Certified Professional Secretary® (CPS)

Subject areas of the CPS Examination include Office Systems & Technology, Office Administration and Management.

Certified Administrative Professional® (CAP)

The program covers an expanded scope of administrative skills and knowledge. The CAP designation builds on the existing CPS rating and expands to include Advanced Organizational Management.

IAAP's Institute for Certification oversees and administers the CPS and CAP programs through local colleges and universities.

College credits may be received for certifications.

Alabama Division 2010-2011

**PASSION &
PURPOSE**
ALABAMA DIVISION

The IAAP Mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP's core values, defined as a set of guiding principles or tenets that define what the organization stands for, include:

- **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

2010-2011 Alabama Division Chapters

Alabama Power Chapter

Alabama State University Chapter

Birmingham Chapter

Decatur Chapter

Gadsden Chapter

Huntsville Chapter

Lawson State Community College
"Cougar" Chapter

Mobile Chapter

Plaza 205 Mobile Chapter

Redstone Arsenal Chapter

Shoals Chapter

Tuscaloosa Area Chapter

Tuskegee Chapter



Upcoming Events:

Alabama Division Annual Meeting
June 24-26, 2011
Guntersville State Park Lodge
Guntersville, AL

2011 IAAP Education Forum and
Annual Meeting (EFAM)
Montreal, Canada
July 24 – 27, 2011

Alabama Division
Membership
453

The Alabama Division is part
of the Southeast District

Membership – 6,500

Check out more information
about the Alabama Division
on our website:

www.iaapalabama.org