

Message from the President

IAAP is a wonderful organization that offers a remarkable opportunity for professional development, networking, team building, and professional education. The Gainesville Chapter is a group of amazing individuals from all professions in the administrative fields. Together we are able to collaborate and share our knowledge with each other and grow as individuals and as a group. Giving back to our community is a key focus of our chapter.



I invite you to take a close look at our website <http://iaapgainesville.org/> and we look forward to seeing you at one of our Chapter meetings or events.

Katie Clemen
2011-2012 President

Our Mission and Vision

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. Our objectives are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, local, regional and international programs and publications.

The IAAP vision is to inspire and equip all administrative professionals to attain excellence. And, our purpose is to help administrative professionals develop and fulfill their personal and professional potential and to ensure recognition of the profession in the workplace.



International Association of
Administrative Professionals® (IAAP)

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**GAINESVILLE
CHAPTER**

www.iaapgainesville.org
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Gainesville Chapter 4-38-175

What is IAAP®?

With the rapid changes occurring in today's business world, it's more important than ever for administrative professionals to network with each other and keep up to date with the latest trends. We would like to invite you to learn about a great resource, the Gainesville Chapter of the International Association of Administrative Professionals® (IAAP®).

IAAP is a worldwide association of over 40,000 office professionals. The Gainesville Chapter welcomes you to allow us to provide you with opportunities to advance your career through:

- Professional Networking—Network with office professionals, executives, and others in the business world both locally and nationally.
- Professional Information—Increase your knowledge and skills by attending seminars, educational programs, and serving as an officer, a chairman, or on a committee.
- Professional Image—Enhance your professional standards by earning the Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) designations.

What is an Administrative Professional?

An Administrative Professional is an individual 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 assigned authority. We define 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.

Who should join IAAP®?

The members of IAAP are comprised of a variety of fields and many different titles:

Secretary	Admin. Assistant
Admin. Secretary	Executive Assistant
Executive Secretary	Staff Assistant
Office Manager	Office Assistant
Office Specialist	Coordinator

Meeting Information

The Gainesville Chapter of IAAP meets the second Tuesday of every month. Dinner begins at 5:45 p.m., followed by a professional program and business meeting. Guests are always welcome visit our site for more information.

www.iaapgainesville.org

Benefits of Membership

- Decision-making Skills
- Leadership Training
- Community Service and Volunteering
- Meeting and Event Planning
- Mentoring and Networking
- Time Management and Organization
- Teamwork
- Delegating Skills
- Finance and Accounting Presentations
- Public Speaking Opportunities
- Self-confidence and Self-esteem Building
- Professional Growth and Development

How to Join:

Web: www.iaapgainesville.org

Email: info@iaapgainesville.org

Our Community Service

Recent beneficiaries of the Gainesville Chapter's philanthropic efforts include:

Peaceful Paths Domestic Abuse Network
Ronald McDonald House
Alz Place
Winn Dixie Hope Lodge
Military Support Group of Alachua County
Anchor School
Taccachale
Vetspace
Tools for Schools
American Cancer Society