

**I A A P ' s M I S S I O N**

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

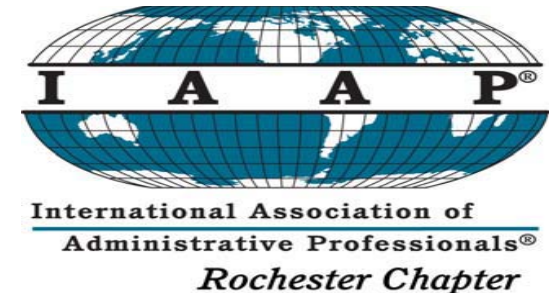
Become a member

By joining IAAP you open your career to possibilities. We offer networking, training, professional certification and leadership opportunities.

Guests are invited to attend one Chapter meeting without charge prior to membership. Subsequent visits will cost \$10 per visit, in addition to meal charges if a meal is provided.

For further information, please contact  
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To learn more about IAAP, visit  
[www.iaap-hq.org](http://www.iaap-hq.org)



## **Meetings**

The Rochester Chapter of the International Association of Administrative Professionals meets on the first Tuesday of each month (except January and July) at the Rochester Community and Technical College. Networking begins at 5:30 p.m. followed by an educational program at 6:00 p.m. with the business meeting following.

The Board of Directors meet once a month.

The Education Committee offers monthly programs on topics of interest to the members.

### **Past Program Topics:**

[MS Office 2007 Skills](#)

[MS Excel Application](#)

[Overview of Lean](#)

[Partnering with your Boss](#)

[The Power of Words](#)

[Grace Under Pressure](#)

[Tools of Social Networking](#)

[Business Etiquette for the Business Professional](#)

## **About IAAP**

The International Association of Administrative Professionals is a not-for profit association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide.

## **Learn, Grow, Network**

Members and non-members who attend our events are energized when they go back to their offices. Besides learning from the industry's best teachers, authors and speakers, our members network with each other, learning from the triumphs and trials of other office professionals.

## **Events**

[International Education Forum and Annual Meeting](#) is IAAP's premier event taking place during the summer with an average of over 1,800 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development.

The [Spring Conference](#) is held each March and the [Fall Conference](#) is held each October in various locations in North America. These 2 1/2 day conferences provide opportunities to network, share ideas, and share problems and solutions with other admins. You have the opportunity to hear three to four top-notch presenters.

[MN-ND-SD Division meetings](#) are held in May and October and include educational opportunities.

## **Career Advantage — Certification**

If you are looking for ways to help you get ahead in the workplace, certification is for you. IAAP offers two professional ratings for office professionals. The Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) ratings are the industry recognized standards of proficiency.

The CPS examination is a three-part exam covering the areas of office systems and technology, office administration, and management.

The advanced CAP examination is a four-part exam covering the areas of office systems and technology, office administration, management and advanced organizational management.