

## IAAP Mission

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

## IAAP Vision

Inspire and equip all administrative professionals to attain excellence.

## IAAP Purpose

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



## NORTH STAR OFFICERS & CHAIRS

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# North Star IAAP

## Chapter Information

2009 - 2010



# International Association of Administrative Professionals

IAAP® is a non-profit association that was originally founded in 1942 as the National Secretaries Association to provide professional network and educational resources for secretarial staff.

The North Star Chapter of IAAP® proudly serves administrative professionals who live and/or work in the northwestern suburbs of Maple Grove to Monticello, Minnesota, and surrounding areas. We host monthly educational forums on the second Tuesday of each month, September through June.

We would appreciate the opportunity to tell you more about IAAP®, have you experience one of our monthly educational forums and network with our members. See for yourself how membership in this organization can enhance both your professional and personal development!

*For more information, please contact:*

**North Star Membership Chair**  
[membership@iaapnorthstar.org](mailto:membership@iaapnorthstar.org)

## WE OFFER

### NETWORKING

40,000 Members  
600 Chapters Internationally  
Local and Nationwide Conferences

### CERTIFICATION

Certified Professional Secretary (CPS)  
Certified Administrative Professional (CAP)

### PUBLICATIONS

OfficePro Magazine  
Connections Newsletter

### EDUCATION PROGRAMS

Chapter, Division and International

### MEETING LOCATION & TIMES



**14165 James Road  
Rogers, MN 55374**

### Schedule

5:30 p.m. – Registration/Networking  
6:00 p.m. – Dinner  
6:30 p.m. – Educational Program  
8:00 p.m. – Business Meeting  
8:30 p.m. – Adjourn

**(Educational Programs are subject to change)**

Please visit our website at  
[www.iaapnorthstar.org](http://www.iaapnorthstar.org)

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**IAAP:  
The World's  
Largest  
Association  
For  
Administrative  
Professionals  
And  
Support  
Staff**

**September 15, 2009**

Stop Polluting Presentations with PowerPoint That Stinks by Susan Stoen

**October 13, 2009**

Open House and Vendor Show at the Holiday Inn, Otsego, MN

**November 10, 2009**

The Multi-Tasking Myth!  
by Liz Reyer

**December 10, 2009**

IAAP Metro Lakes Holiday Party

**January 12, 2010**

Gambling With Your Career? Improving The Odds!  
by Brenda Shaw, CAP

**February 9, 2010**

Resume Building  
by Brooke Stoeckel

**March 9, 2010**

Project Management for Admins  
by Jim Rivord

**April 13, 2010**

Administrative Professional Celebration with Office Team

**May 11, 2010**

Annual Meeting and Strategic Planning Session

**June 8, 2010**

Business Grammar and Proofreading: Do Mistakes Affect Your Credibility?  
by Joan Gatzmeyer, CPS/CAP  
plus  
North Star Installation and Awards Ceremony

**REGISTER ON-LINE**

[www.iaapnorthstar.org](http://www.iaapnorthstar.org)