

## ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

YES! Today's employers demand you have skills more advanced than traditional typing and filing. To stay competitive in the marketplace, you must continually advance and expand these skills and broaden your network. Membership in the North Dallas Chapter of IAAP is a valuable resource to professional growth.

- o Increase your leadership and management skills
- o Improve your technical knowledge
- o Gain up-to-date information about new technologies and industry trends
- o Network with experts from a variety of related fields
- o Raise your individual professional self-esteem



IAAP is a not-for-profit, 501 (c) 6, professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.

IAAP works in partnership with employers to promote professional excellence.

The **North Dallas Chapter** was chartered May 12, 1982, and serves members who live or work in the North Dallas area: Addison, Allen, Carrollton, Dallas, Farmers Branch, Garland, Plano, Richardson, and other surrounding areas.

Our **Mission** is to be the acknowledged, recognized leader of office professionals in the Dallas Business area and to enhance our individual and collective value, image, competence, and influence.

Our **Vision** is to inspire and equip all office professionals to attain excellence.

Our **Purpose** is to provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Our **members** represent various businesses throughout the Metroplex, including ACS, Inc. • Carlson Restaurants Worldwide • Comerica Bank • DCCCD • FedEx Kinko's • Frito-Lay, Inc. • Dresser, Inc. • Entrust • Macaroni Grill • Oncor Electric Delivery • Pizza Hut, Inc. • Sanmina-SCI and others

For more information contact:

Sherri VanDyke CPS - President  
[cheryl.vandyke@sanmina-sci.com](mailto:cheryl.vandyke@sanmina-sci.com)

Beth Childers CPS/CAP - Membership  
[bchilder1@oncor.com](mailto:bchilder1@oncor.com)

[www.iaap-northdallas.org](http://www.iaap-northdallas.org)

Texas Louisiana Division

[www.iaap-txla.org](http://www.iaap-txla.org)

International Website

[www.iaap-hq.org](http://www.iaap-hq.org)



*Inspiring and equipping  
administrative professionals to  
achieve excellence.*



**North Dallas Chapter**  
INTERNATIONAL ASSOCIATION  
OF ADMINISTRATIVE  
PROFESSIONALS®



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**IAAP®** defines **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.”

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**“Just a secretary” or an administrative professional...**

In a world of layoffs, downsizing and mergers, savvy administrative professionals know they must continuously learn new skills and expand their network to stay competitive. Today, businesses move at the speed of light and change is constant...do you know what's ahead and **are you ready?**

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**EDUCATION.....**

As a member of the North Dallas Chapter of IAAP, you will have many opportunities for professional and personal growth including our local monthly educational meetings, other events, classes and seminars, and annual division and international conventions. In addition, you'll receive award-winning publications and other opportunities throughout the year. Nowhere else can you find such resources in one place.

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**PROFESSIONAL CERTIFICATION.....**

The Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) ratings are universally recognized standards of proficiency. They are earned through a certification program that evaluates knowledge and competency, encourages professional development, provides a means to keep informed of changes in the field, and offers a way to further develop professional skills.

Passing the CPS/CAP examination is the first step towards making a long-term investment in your career.

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**NETWORKING.....**

Working with other members on committees or events and attending monthly meetings or other area seminars expands your network and provides mentorship so that you can learn from experience and receive guidance from someone that knows you and your capabilities.

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**PROFESSIONALISM.....**

Networking with other professionals provides vital opportunities for continued growth. Exposure to other professionals outside your company helps expand your interpersonal skills and comfort levels.

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**WE INVITE YOU TO JOIN US FOR A CHAPTER MEETING**

*Meetings are held the third Tuesday evening of each month (Except December, which is the second Tuesday)*

*Meetings are held at the Doubletree Hotel 4099 Valley View Lane Dallas, Texas 75244 (located near the intersection of I-635 and Midway Road)*

Networking	5:30 P.M.
Dinner	6:00 P.M.
Program	6:30 P.M.

For dinner reservations, contact Karen Gallagher CAP [IAAP.Reservations@yahoo.com](mailto:IAAP.Reservations@yahoo.com)

