



Prince George's Chapter

Administrative Prose

June

Volume 1, Number 6

In This Issue

- Prince George's Chapter Wins Awards
- Outstanding Chapter President
- New Chapter Officers Elected
- The Challenge of Change
- Birthdays
- Are IAAP's Core Values a Part of You
- IAAP Anniversaries
- Mark Your Calendars

Meetings are held the 2nd Tuesday of each month at
Local 26 Conference Center
4601 Presidents Dr., Ste 255
Lanham MD 20706

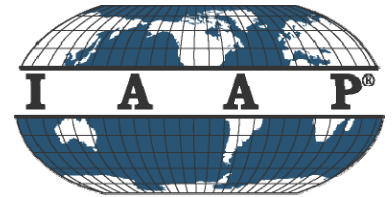
6:00 pm - Networking and
Light Refreshments

6:30 pm – 8 pm Meeting

www.princegeorgeschapter-iaap.org

Prince George's Chapter Wins Awards

Our chapter won several first place honors at the Delaware-Maryland-District of Columbia Division Annual Meeting held last month in Newark, Delaware.



**International Association of
Administrative Professionals®**

Participation Award – First Place

Victor Frankil Award and Trophy

Leadership Award – First Place

Community Service Award – First Place

Certification Award – Tied for Second Place

Chapters are divided into two categories based upon their membership totals at the beginning of the year. Prince George's Chapter is one of six in the category of 50 or more members. The Division has 13 chapters in the 49 or less members. The highest average of participation among members in each category determines the winners.

The Participation Award is based upon the point schedules. We have Chapter President Crystal Murphy to thank for her diligence on getting signed copies and comparing your records against those of the chapter. A heartfelt thank you is extended to each of you for keeping track of the meetings, events; committee work and educational opportunities (either as a presenter or learner) that you took part in at the Chapter, Division and International level.

As you may know the Victor Frankil Award is given in memory of Mr. Victor Frankil Sr. to the chapter with the highest percentage of members who sat for the CPS exam. Since this is a percentage of chapter members, all chapters are judged equally.

Mr. Frankil was one of the founders of the CPS Institute and rarely missed meetings at Headquarters. He felt that the CPS program was a possible dream that benefited the business world. His concept of the annual presentation of the Cup was intended to keep interest in the CPS program at a high level in our division. After Mr. Frankil passed away his son did not want to provide the cup anymore therefore the Division purchased the Cup for the award. Now, you know why this Cup has special meaning to our

Upcoming Events

*June 10 – Chapter Meeting –
Installation of Officers*

July 8 – Chapter Meeting

*July 12 – Division Leadership
Training
Lanham, MD*

*July 26 – July 31 –
International Annual Meeting
and Education Forum
New Orleans, LA*

President

Crystal D. Murphy

Vice President

Catherine M. Spencer CAP

Secretary

Cynthia M. Dillon CAP

Treasurer

Rebecca Foster

APW and Educational
Programs Chair

Yolande Campbell

Certification Chair

Sharon Dawes CPS/CAP

Community Service Chair

Samantha Cannon

Hospitality Chair

Patricia Johnson

Division. The Victor Frankil trophy is ours to keep for the 2008-2009 to display with pride at meetings and other events.

The Community Service Award was awarded to our chapter because of the many opportunities that Community Service Chairperson Samantha Cannon found for us to give back to our communities. And once again, this would not have been successful if it wasn't for the chapter members who gave to these worthwhile causes.

Prince George's Chapter won the Leadership Award because we had members participating at both the Chapter and Division level. We had delegates and alternates at the Division and International Annual Meetings, 10 members serving as Chapter Committee Chairpersons, 4 members serving as Division Committee Coordinators, and several members on more than one Chapter and Division committee.

Prince George's Chapter tied with Capital Chapter for second place for the Certification Award. Congratulations to both chapters' members for their commitment to studying on their own and with a study group, taking the exams or receiving their designations.

Not only do we thank these members for their time and sharing their gifts but their families as well. Their level of commitment to this organization reflects well on all of us. And let's not forget the people who have inspired us, motivated us, and encouraged us go further than we may ever imagine.

Congratulations Crystal Murphy

Hearty congratulations to our leader Crystal Murphy who met the Division's requirements and is recognized as Outstanding Chapter President. But of course, we knew it all along.

New Chapter Officers Elected

On May 10, 2008 the chapter had a closed meeting to elect officers for the 2008-2009 IAAP year. Your officers are:

- President - Catherine (Cathy) Spencer CAP
- Vice President – Cynthia Dillon CAP
- Secretary – Patricia Johnson
- Treasurer – Rebecca (Becky) Foster

The installation ceremony is scheduled for Tuesday, June 10 beginning at 6 pm at the regular meeting location.

The Challenge of Change

by Dr. John C. Maxwell

The history of Henry Ford and the Model T illustrates a fundamental truth about leadership: **leaders never outgrow the need to change.**

On his way to dominating the automotive market with the Model T, Henry Ford embodied innovation and progress. By pioneering the assembly line, Ford slashed the amount of time needed to manufacture an automobile. He installed large conveyor belts in his factory, allowing workers to stay in one place rather than roaming around the factory floor. He also shortened the workday of his employees from nine hours to eight hours so that his factories could operate around the clock.

Membership Chair

Gwen Cooks CPS

Newsletter Chair

Cathy Spencer CAP

Nominations Chair

Mary D. Gibson

Retirement Trust
Foundation Chair

Mary Lee Seaman CPS

Ways & Means Chair

Becky Foster

Web Manager

Cynthia Dillon CAP

IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

The efficiencies Ford introduced allowed cars to be manufactured at a fraction of their previous costs. In under a decade, automobiles went from being luxuries affordable only to the wealthiest Americans, to being standard possessions of the average American family. Ford profited handily from the popularity of the Model T, and Ford Motor Company grew into an empire.

However, the dominance of Ford Motor Company was short-lived. As competitors changed their operations to copy Ford's concepts mass production, Henry Ford made a tremendous leadership blunder. With cars rolling off assembly lines like never before, consumers began to demand a variety of colors. However, Ford stubbornly refused, uttering the famous line, "The customer can have any color he wants so long as it's black."

In Ford's mind, producing multiple colors was foolhardy since black paint dried the fastest and could be used most efficiently. Amazingly, Ford did not comprehend the human preference for variety. Customers flocked en masse to other producers who catered to their color preferences, and Ford Motor Company never regained its grip on the market.

For so long, Henry Ford had focused on moving from inefficiency to efficiency that he refused to move in the opposite direction - from efficiency to inefficiency - even when doing so would have been wise and profitable. Ford's genius in sparking change had catapulted him to the pinnacle of American commerce, but later, his inability to change cost him dearly.

In this edition of *Leadership Wired*, I'd like to overview the central challenges faced by leaders when they try to make changes in their lives. In doing so, I have drawn upon the wisdom of my friend, Sam Chand, author of the book *LADDERShifts*, and a prominent thinker in the field of leadership and change.

Issues That Make Change A Challenge

Critics

Along the journey of leadership, you'll meet all sorts of people, and I guarantee you'll bump into a few critics. Early in my career, I didn't know how to handle disapproval, and I bent over backward to keep everyone happy. In spite of my best efforts, I failed. Some of my people still didn't like me.

Trying to appease everybody invites trouble. Appeasers end up being average because they always gravitate to the middle of the road. They're afraid to make waves, and therefore, they avoid changes. My leadership began to take flight when I allowed myself to press people to change - whether they thanked me or cursed me.

People You Have Outgrown

As we climb the levels of leadership, we come to the sad realization that most people aren't committed to personal growth. Friends who once shared our dreams begin to settle for second best. Members of our inner circle quit when the journey gets hard. If we are to change ourselves for the better, then we need to change the company we keep.

Eventually, we must change our relationships by disengaging from the people we've outgrown. Disassociating from colleagues can be especially

Quotes

Real excellence and
humility are not
incompatible one with the
other, on the contrary they
are twin sisters.
Jean Baptiste Lacordaire

Words are the small
change of thought.
Jules Renard

Other people do not have to
change for us to have peace
of mind.
Gerald Jampolsky

painful given your history together, the contributions they have made in your life, and your personal feelings toward them. Disengaging is painful because you care about them. It's painful because they may not understand why you've drifted away from them. It's painful all the way around, but remember, unless you are willing to endure these pains, your own growth as a leader will be limited. Leaders only grow to the threshold of their pain.

The Weight of Responsibility

When we're young, leadership has an idealistic appeal. We yearn to be in charge and out front, making the decisions. However, the reality of leadership involves the heavy burden of responsibility. Missteps by a leader can affect people's livelihoods or an organization's sustainability. The fear of getting it wrong can paralyze a leader.

If we, as leaders, want to make significant changes to increase our impact, then we must be willing to shoulder progressively greater loads. Although added responsibility gives us a greater opportunity to exercise leadership, it also magnifies the consequences of our mistakes. To be a change agent, a leader must be willing to take ownership of key projects and pivotal decisions.

Personal Inadequacies

As we grow in our leadership, we advance into uncharted territory - areas beyond our comfort zones. Such occasions give us growing pains by confronting us with our inadequacies. Our wisdom fails to solve a problem, or we stumble into a situation requiring more wisdom than we possess.

Facing our limitations can be daunting. At times, we'd rather stick to familiar roads than blaze a new trail and risk failure. Ultimately, pushing our personal boundaries is the surest way to grow, improve, and expand the scope of our influence.

Review

Issues That Make Change A Challenge:

1. Critics
2. People We've Outgrown
3. The Weight of Responsibility
4. Personal Inadequacies

This article is used by permission from Dr. John C. Maxwell's free monthly e-newsletter 'Leadership Wired' available at <http://www.INJOY.com>.

Happy Birthday to You

May

June

Desiree C. Genwright

Robin Williams

Brenda Windley

Mission Statement:

The IAAP Prince George's Chapter's mission is to be the acknowledged leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence in Prince George's County and its environs.

Are IAAP's Current Core Values a Part of You?

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

Integrity: Trust for each other in all relationships, including those with other members, staff, employers, vendors, leaders, mentors and sponsors.

Encouragement: Offer inspiration for administrative professionals to fulfill their potential and advance their careers.

Leadership: Members serve as positive ambassadors and role models for both the profession and association; leadership development is a key purpose of IAAP.

Loyalty: Loyalty to the profession, to employers, and to IAAP is a characteristic of true professionals and is highly valued in business.

Professionalism: A commitment to excellence, both individually and collectively, is a hallmark of IAAP.

Relevance: To assure that IAAP continues to offer worthwhile programs and services—and meet members' evolving needs.

Pride: Pride in our chosen career field and membership in IAAP.

Connection: IAAP offers invaluable opportunities to develop long-term friendships, to share information and build camaraderie among professionals.

Individual Importance: Each member is an important individual contributor and asset to the organization.

These statements can be found on the International's website. Below is a word puzzle for your enjoyment that contains these words. Good Luck!

P B L D C G N W V L O Y K E W
W R L A A K I C E C T P J N I
U D O D U M G A R I Q R E C M
S Y Y F P D D N R H B I C O D
K J U K E E I G S H Q D N U H
F V A B R S E V F D M E A R T
Z K E S N T S L I B P J T A X
B R H A N J M I B D H X R G J
L I I I D R Q L O O N I O E V
P I K J C K Q H O N N I P M P
R E L E V A N C E Y A U M E W
A C X J O O H X Y O A L I N A
S N X F X F M R C A H L I T B
N O I T C E N N O C V J T S R
W W D V Z U R Q M W C P I Y M

Created by [Puzzlemaker](#) at
[DiscoveryEducation.com](#)



The Words

Integrity

Encouragement

Leadership

Loyalty

Professionalism

Relevance

Pride

Connection

Individual*

Importance*

* Are listed separate due to the dimensions of the puzzle.

Mark Your Calendars

IAAP Anniversaries

May

Judith Falk CPS
Sharon Richards
Anita Swann
Michael Williams

June

Lisa Calhoun
Samantha Cannon
Anita D. Cunningham
JoAnne Jackson
Nereyda Jones

June

Tuesday June 10 – Chapter Meeting
(Installation of Officers, Recognition and Awards)

Saturday, June 14 – Flag Day

Sunday, June 15 – Father's Day



July

Friday, July 4 – Independence Day (No Mail Delivery)

Tuesday, July 8 – Chapter Meeting (Planning Meeting for 2008-2009 IAAP Year)

Saturday, July 12 – Annual Division Training, Lanham, MD

Saturday, July 26 – Thursday, July 31 - International Annual Meeting & Education Forum, New Orleans, LA

August

Tuesday, August 12 – Chapter Meeting

Friday, August 15 – Deadline for CPS/CAP Examination Application

September

Monday, September 1 – Labor Day (No Mail Delivery)

Tuesday, September 9 – Chapter Meeting

Monday, September 22 – Fall Begins

Saturday, September 27 – Division Fall Education Conference