

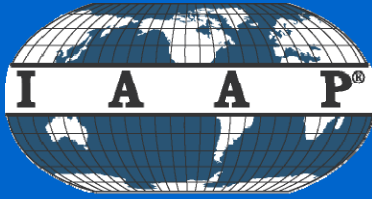


Prince George's Chapter

Administrative Prose

March/April

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International Association of
Administrative Professionals®

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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

Upcoming Events

April 8 – Chapter Meeting

Choosing for Your IAAP Future

March, April and May are exciting times in Prince George's Chapter. This is your opportunity to decide if you want to run for office or who you want to vote for and how you are going to support whoever wins.

At the March meeting candidates may nominate themselves or be nominated by a chapter member. [Mary D. Gibson](#), Nominations Chair, presented a slate of the candidates at the Chapter Meeting. Each nominee must submit their qualifications prior to the meeting. At the time this newsletter is emailed the candidates are:

- Cathy Spencer CAP – President
- Cynthia Dillon CAP – Vice President
- Patricia Johnson - Secretary
- Becky Foster - Treasurer

There is still time to send in your nominations. In April the Nominations Committee prepares a ballot containing the names of the candidates. Nominations may also be made from the floor. Each candidate for office should submit their qualifications.

When we get together in May at our regular chapter meeting a majority vote of the members present shall be required for election which shall be by ballot.

And in June the new officers are installed. This information is in the current Bylaws, Standing Rules and Procedures.

Steps Toward a Leadership Breakthrough

By Dr. John C. Maxwell

I believe that a leader faces many hurdles; however he or she becomes stronger and more accurate at every leap. Begin the process by practicing the following five steps.

1. Personal Growth.

Leadership, just as life, is a journey. You must continue to learn in order to lead. Each day I try to learn something, file something and teach something. I learn from reading books, listening to tapes or meeting with other leaders. I file the best quotes and stories that I find which improves my work as an author and speaker. I also learn a great deal from teaching. My audience lets me know if I am connecting and helping them with the lessons I give.

As a leader, you need to develop your own personal growth plan. Include

*April 19 – Strategic Planning
Committee Meeting*

*April 21 – 25
Administrative Professionals
Week*

*April 23 -
Administrative Professionals
Day*

*May 2 – 3 CPS/CAP
Examinations*

*May 13, 2008 – Chapter
Meeting/Elections for Chapter
Officers*

*May 17 – 19, 2008
Annual Division Meeting,
Newark, DE*

*June 7, 2008 – Bus Trip to
Atlantic City, NJ (Chapter
Fundraiser)*

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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

resources and experiences that will help you grow professionally as well as personally. The desire to grow is the first important step toward a leadership breakthrough.

2. Responsibility.

One of the differences between a leader and a follower is the willingness to accept responsibility. A leader takes on the challenge and takes responsibility for the outcome. John D. Rockefeller, Jr. said, "I believe that every right implies a responsibility; every opportunity, an obligation; every possession, a duty."

As a leader, you must become more concerned with your responsibility than your rights. People who take responsibility get the job done, go the extra mile, are driven by excellence, and produce regardless of the situation.

3. Connection.

As a leader, your relationships with your team members will determine the effectiveness of the team. Before you will be able to rally the efforts of your followers, you need to find out where they are, move toward them, and connect with them. Remember: you can connect with people and lead them only if you value them.

Here are some ways to connect: 1) make getting to know your people a priority; 2) look for things that you and your team members have in common such as hobbies, experiences, interests; 3) respect differences in opinions or personalities; 4) find out what motivates your people; and 5) include your team in the leadership process by asking for their ideas and suggestions.

4. Resolve.

Truly effective leaders must know their priorities and be able to concentrate their time and energy on meeting goals. A leader who knows his or her priorities but lacks concentration knows what to do but never gets it done. A leader who has concentration but no priorities has excellence without progress.

I have found that I am most productive and successful when I concentrate 70 percent of my time and energy on my strengths, 25 percent on new things, and 5 percent on areas of weakness. Learn what you do well that brings the greatest results and make it your priority, and dedicate the balance of your time to growth.

5. Positive Attitude.

When you are leading a group of people, your attitude is extremely important. Because attitudes are contagious, your team will recognize your attitude and adapt to the example you set. If you appear irritated about the challenges your team faces, then your team members will become irritated too.

Your progress and the chance for success will be hindered if your attitude isn't right. It is impossible for us to tailor our situations to fit our lives, but it is possible to tailor our attitudes to fit our situation.

Tailoring your attitude may take a lot of work. Start by surrounding yourself with positive pictures, sayings and people. Read motivational books. Then try to achieve a goal every day. Your attitude will become more positive as you learn and sense that you are making progress.

Leadership develops from the inside out. Achieving a breakthrough works

Community Service Chair

Samantha Cannon

Hospitality Chair

Patricia Johnson

Membership Chair

Gwen Cooks CPS

Newsletter Chair

Cathy Spencer CAP

Nominations Chair

Mary D. Gibson

Retirement Trust Fund
Chair

Mary Lee Seaman CPS

Ways & Means Chair

Becky Foster

IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

Mission Statement:

the same way. You have the choice to become a more effective leader in the New Year. It may mean letting go of the past and moving forward with a new focus, but you'll be glad you started moving in a new direction as you see the benefits of reaching your leadership potential.

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

Are we Pine Sisters & Brothers?

Since professional baseball has begun quotes and phrases are coming to mind. Like "Put me in Coach" or "If you build it, they will come." In baseball if you ride the bench you are sometimes referred to the Pine Brothers (benches are made of pine). So I got to thinking, are we riding the bench – sitting on the sidelines watching the game or are we ready to say "Put me in coach, I'm ready to play".

Strategic Planning Committee Meets Again

In March committee members Crystal Murphy, Cynthia Dillon CAP, Mary Lee Seaman CPS, Jewel Belle, James Clay, Becky Foster and Cathy Spencer CAP met to discuss the current benchmarks and goals for the next three years.

At the time we met our Chapter had 57 members on the current roster. Committee members agreed to use this as the current benchmark for determining the following:

	Current IAAP Year	2008-2009	2009-2010	2010-2011
Attending Chapter Meetings	40% or 22 Members	50% or 28 Members	55% or 31 Members	60% or 24 Members
Involved in Committees	30% or 17 Members	40% or 22 Members	45% or 25 Members	50% or 28 Members
Certified CPS/CAP	14% or 8 Members	20% or 11 Members	25% or 14 Members	30% or 17 Members
Involved in Chapter Study Group	8% or 4 Members	10% or 5 Members	15% or 8 Members	20% or 11 Members
Attending International Events	16% or 9 Members	20% or 11 Members	25% or 14 Members	30% or 17 Members
Attending Division Events	30% or 17 Members	40% or 22 Members	45% or 25 Members	50% or 28 Members
Supporting Other Chapter's Events	11% or 6 Members	15% or 8 Members	20% or 11 Members	25% or 14 Members

The number of members was rounded down. For example 20% of 57 members are 11.4 members. This was rounded down to 11 members.

The next meeting is scheduled for Saturday, April 19, 2008 at 10:30 am. All are invited and welcome especially committee chairpersons and associate members. We want your ideas! The meeting is held in the same location as the Chapter meetings. An agenda will be mailed before the meeting. As always lunch will be served.

First Executive Breakfast Successful

Prince George's Chapter held its first Executive Breakfast on Wednesday, March 26 at the Greenbelt Marriott on Ivy Lane in Greenbelt, MD. Before going any further a special shout out to Patricia Johnson, Chair of the Hospitality Committee who put this event together with the help of Board members Crystal Murphy, Cynthia Dillon CAP, and Becky Foster. Samantha Cannon introduced our guest speaker, BJ Parrish of Capital Chapter.

The atmosphere was congenial which was supported by the tasty and plentiful food on the buffet as well as the wait staff and management of the hotel. Two members of our sister chapter – Capital Chapter – lent their support by attending as well.

Ambassador BJ Parrish spoke briefly and eloquently about the vibrant partnership between executives and administrative professionals and how IAAP fosters that relationship.

Executives were presented with a certificate and a portfolio with their name on it. All in all an inspiring event. Make plans to attend next year to celebrate rapport you share with your Executive.

Quotes

Energy and persistence
conquer all things.

Benjamin Franklin
(1706-1790)

The biggest adventure you
can ever take is to live the
life of your dreams.

Oprah Winfrey
O Magazine

A paint in a museum hears
more ridiculous opinions
than anything else in the
world.

Edmond de Goncourt
(1822-1896)

Atlantic City - Here We Come

Save the date – Saturday, June 7 – to spend the night in Atlantic City laughing, gambling, people watching. The bus leaves at 3 pm from the parking lot of where the chapter meetings are held – 4601 Presidents Drive in Lanham, MD – and returns Sunday at 5 am.

The cost is \$45 per person. Tickets include a \$5 voucher toward the dinner buffet in Atlantic City and a coupon to add \$21 to your player card for the night. Watch your emails for the registration form.

If you have any questions contact Patricia Johnson at (240) 593-3760 by email PatrciaJohnson6@aol.com or Nanette Betts at (202) 787-0571.



Mark Your Calendars

April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 April Fool's Day	2	3	4	5
6	7	8 Chapter Meeting	9	10	11	12
13	14	15	16	17	18 DE	19 Strategic Plan Comm. Meeting; Passover
20	21	22 Earth Day	23 Administrative Professionals Day	24	25	26
27	28	29	30	31		

Happy Birthday to You*

April

Karen M. Bouldin

Dian Smith



*There are no March birthdays

IAAP Anniversaries

March

Nanette Betts

Doreen B. Dixon CPS

Marilyn A. Pounds

Mary Lee Seaman CPS

Karen White

April

Shirley Martin-Thomas

Roxanne Muller

Cathy Spencer CAP

Jennifer L. Taylor

Robin Williams

Brenda Windley