



Administrative Prose



Aim High
Only the Best is Good Enough!
Passion & Purpose
Prince George's Chapter - IAAP
2010 - 2011

November/December 2010

Vol. 2, Issue 1

President's Pen



By Cynthia M. Dillon, CAP

We are in full swing of our Passion & Purpose: "Aim High Only the Best is Good Enough" year.

September & October Program Meetings

Our September and October Program Meetings were well attended with one recertification point offered for each program. The interactions during the programs and Q&A sessions were superb.

Thanks to Division President-Elect, Susi Benson, CAP for presenting our September program. It was truly refreshing. Appreciation is also extended to chapter member and Past Division President, Mary Lee Seaman, CPS for a super presentation on "Pursuing Excellence" for our October Program. Mary Lee's presentation allowed members to interact with each other using various quotes about excellence. To top it off our current Vice President, Cathy Spencer, CAP gave a presentation on the Pathways to Excellence programs. Before this outstanding evening ended Membership Chair Mattie McDowell welcomed new member Dorothy Drayton. All in all it was truly an evening of excellence!



Pictured left to right: President Cynthia Dillon, CAP, new member Dorothy Drayton, Membership Chairperson, Mattie McDowell



Please join me in thanking the Program committee led by Patricia Johnson for their work on these program events. Great job!

RSVP to Chapter Events

Please remember to RSVP to Social Chair, [Nancy Mosely](#), if you will be attending – it is very important that you respond if you will have a light dinner or not so that we can adequately accommodate everyone.

Reminder: For chapter meetings, if you respond that you are attending you are liable for the cost incurred. The cost of a meeting with a light supper is \$13. The cost to attend only the meeting without refreshments is \$5.

Point Schedule

We are aiming high to be recognized as not only a Chapter of Excellence (CoE) but also within our division. Please be reminded that we need to submit a point schedule from each member so we can tally the points and notify Division Secretary Brounstein by the April 2011 deadline.

The DE-MD-DC Division awards chapters with the highest points in certain categories. In the past Prince George's Chapter has won first or second place in Professional Development, Leadership, Community Service, and Certification. We would like to achieve this recognition again but we can't do it without **you**. If you were not in attendance at the October meeting, you are encouraged to download the form located on our [website](#). Your signature is required at the top of the

form. Return the point schedule to [Crystal Briscoe](#) or [Cynthia M. Dillon, CAP](#). For more information regarding the point schedule, contact [Crystal Briscoe](#) or [myself](#).

December Chapter Meeting

Make plans now to join us for our December Chapter Meeting/Holiday Get-together. It has been quite awhile since we have had a representative from Avery Dennison join us.



You Are Invited To Attend:
Go Green With Avery®
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- Labels To Help Reduce Waste
- Binders That You Can Reuse
- Recycled Dividers
- PVC Free Sheet Protectors And Document Holders
- Card Products And Post Consumer Content
- Formatting Tools To Save You Time



DATE: Tuesday, December 14th

TIME: 6:00 – 8:00 pm

LOCATION: Marriott Hotel
6400 Ivy Lane, Greenbelt

RSVP TO: Patricia Johnson – 240-593-3760
patriciajohnson6@aol.com

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- Procedures for Submission of Amendments to International Bylaws and Standing Rules
- Procedures for Submission of Amendments to Retirement Trust Foundation Bylaws

Please note the **e-mail deadline of February 1, 2011** pertains to both forms. Distribution for proposed amendments is on the forms.

Chapter Calendar and Brochure

The [chapter's calendar](#) is up on the [website](#). Please remember to check in for updates and to contact your board of directors with questions, suggestions, feedback, and let them know in what ways you are able to help their efforts.

Check out the [chapter brochure](#) and meet your board of directors. If you see a committee you would like to serve on, don't hesitate to contact the chair.

Helping Out and About

*By Shirley Martin-Thomas,
Community Service Chairperson*

Box Tops for Education

Join Avery and IAAP Box Top Challenge to support local schools. Please bring your box tops to each chapter meeting or mail to:

Shirley Martin-Thomas
Management Solutions, Inc.
4601 Presidents Dr., Suite 200
Lanham, MD 20706-4865

Procedures for Submission of IAAP or RTF Bylaws Amendments

International Bylaws and Standing Rules (IBSR) Committee Chairman Melynda P. Porgés, CPS/CAP notified all appropriate parties that the following documents may be downloaded from [IAAP or RTF Bylaws Amendments](#), document ID 6409, in the IAAP web community library:

For details about this program, check out this website. You can also find out more by joining the IAAP eGroup, Box Tops for Education. You must have a login ID and password.



Holiday Community Service Projects

Watch your email to find out the service project for Thanksgiving and the December holidays.

2010-2011 Pathways to Excellence Update



*By Cathy Spencer, CAP
Pathways to Excellence Chairperson*

Do you know that you can easily obtain the Member of Excellence recognition? It's simple to do if you are involved in IAAP. Members only have to meet eight of the following 11 criteria during the period of July 1, 2010 through June 30, 2011.

Do you currently hold a CPS or CAP designation?

Have you paid your dues on or before your anniversary date with IAAP? Will you pay the membership dues on or before your IAAP anniversary date? Beginning this year the criterion is mandatory.

Have you downloaded the [Member of Excellence Commitment form](#)? Have you read it, agreed to abide by it, signed and dated it? If you haven't done so, there is still time.

Are you actively participating in the IAAP web community forum discussions or do you plan to write an article and have it published in an IAAP publication (chapter, division or international level)?

Have you or do you plan to attend non-IAAP professional education workshop, seminar or conference?

Are you serving as a chapter, division or international officer, committee chair, or committee member? Or are you serving as a Retirement Trust Foundation (RTF) trustee? Or are you serving on a Student Chapter Advisory Board or the school's Advisory Board for the Office Administration Program?

Have you conducted a public presentation, program or training at least 60 minutes in length?

Have you or will you attend a minimum of eight (8) chapters, division or international sponsored meetings,

programs or events? This criterion can be in any combination.

For example, a member in our chapter could conceivably attend **three** chapter meetings, **one** division conference and **two** international events (Educational Forum and Annual Meeting (EFAM) and Professional Education Conference (PEC)) at the time this newsletter is published. That is six events with only 2 more to go. And of course, this member is involved and either leads a committee or participates on a committee. Potentially this member may have met this criterion just by participating in the first 3 months of the IAAP year.

Have you or will you recruit at least one new member?

Do you integrate your IAAP membership and involvement into annual performance plan or review?

How many of the above questions did you answer yes? If you have met some of these and some are in your future, download the [spreadsheet](#) created to help you keep track.

Please let the Board know if you have submitted for this recognition. We want to acknowledge your efforts in this column.

The next edition of Administrative Prose will include an update on the criteria Prince George's Chapter has met in pursuit of the Chapter of Excellence recognition for 2010-2011.

Member of Excellence (MoE) is simple to obtain if you are involved in IAAP.

Membership Corner



*By Mattie McDowell,
Membership Chairperson*

One of President Dillon's goals for this year is to increase new membership by 20% or add 11 new members. I thought I would take the opportunity to remind you who can benefit from IAAP membership.

WHO QUALIFIES FOR MEMBERSHIP?

- Administrative Assistants
- Secretaries/Executive Secretaries
- Office Administrators and Managers
- Receptionists
- Clerical Staff
- And all other administrative office professionals

MEMBER CLASSIFICATIONS

There are three types of membership in IAAP:

- Professional - A member currently employed (or within the last two years) as an administrative professional, or a holder of the CPS and/or CAP rating, or an employed teacher of business education.
- Student – A full time student in business education
- Associate – Available to a representative or manager from a business, training firm, staffing agency, educational institution or other organization that shares the objectives of IAAP and supports its programs.

Remember to carry a [Membership Application](#) with you at all times. If you fill it out in advance you will be listed as a sponsor of the new member. This will help you obtain your Member of Excellence recognition as well as the Chapter when it comes time for the Division to award chapters with the highest increase in membership at the Annual Division Meeting.

- Prince George's Chapter's ID Number is 436360
- Delaware-Maryland-District of Columbia Division ID 436000

Membership applications are also available for download from the Chapter's [website](#). Contact Cynthia Dillon, CAP regarding the login to the Member Only section.



RECRUIT RECRUIT RECRUIT

Ten Steps to Career Advancement



*Submitted by Patricia Johnson,
Past Chapter President*

On your career journey, tough decisions must be made. Learning how to make them and move on is a skill.

More often than not, the new generation of employees will resign and walk right out the door without giving it a second thought. Top administrative professionals should always be scouting out good job possibilities and networking with contacts inside and outside of their organization.

Administrative professionals should be prepared for unexpected opportunities. Displaying a professional appearance at all times is crucial. Dressing down has the potential to adversely affect your image with senior leaders and influential managers in certain professional workplaces.

If you want to be the best in your field, you must continuously work at improving your skill and broadening your knowledge. Visit your local library and check out videos of leadership styles and biographies of leaders.

The Prince George's Chapter, IAAP can help you with your career advancement goals. These ten steps can put you on the path to your next advancement:

1. Make an exceptional first impression, everyday
2. Exceed your customer's expectations (customer as in the person you serve as it relates to input/output)
3. Cultivate excellent working relationships
4. Ensure professional personal package (dressing for success)
5. Continuously assess your strength and weaknesses
6. Hone your skills and cultivate alliances
7. Develop a balanced life
8. Develop the leader in you
9. Display grace under pressure
10. Prepare yourself for the future

Article was shaped from insights found in the book "A Guide, Workplace Success: Ten Critical Steps to Career Advancement," by Lenora Peters Gant, Ph.D.

Editor's Note: This book is available on Amazon.com and BarnesandNoble.com.

Photo Opportunities

DE-MD-DC Division President Diana Worley, CPS/CAP and President-Elect Susi Benson, CAP at the Division's Fall Education Conference and Open Board Meeting held on Saturday, October 16 in Newark, DE.



Mary Lee Seaman, CPS presenting at October Chapter Meeting on Pursuing Excellence

Mark Your Calendars

November

Tuesday, November 2 – Election Day

Friday and Saturday, November 5 and 6 – CPS/CAP Exams

Tuesday, November 9 – Chapter Meeting, Greenbelt Marriott, Greenbelt, MD

Thursday, November 11 – Veterans Day

Thursday, November 25 – Thanksgiving



December

Thursday, December 2 – First Day of Hanukkah

Saturday, December 4 – Division's Retirement Trust Foundation Fundraiser – Spy Museum, Washington, DC

Monday, December 6 – Board Meeting, Location TBA

Tuesday, December 14 – Chapter Meeting - Go Green with Avery®, Greenbelt Marriott, Greenbelt, MD

Saturday, December 25 – Christmas

Sunday, December 26 – Kwanzaa Begins

Friday, December 31 – New Year's Eve



January

Saturday, January 1 – New Year's Day

Tuesday, January 11 – Chapter Meeting, Greenbelt Marriott, Greenbelt, MD

Monday, January 17 – Martin Luther King's Birthday observed

Friday and Saturday, January 21 and 22 – Division Certification Conference (snow dates, January 28 and 29)