



Soaring Above Expectations
Prince George's Chapter—IAAP
2011—2012

Administrative Prose

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Prince George's Chapter, # 436380
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Laurel, Maryland

Helping Out and About

*By Shirley Martin-Thomas
Community Service Chair*

School Supplies

Once again Prince George's Chapter members showed how generous they are by supporting a local school. Donations and school supplies



were donated to the Judith P. Hoyer Montessori School located in Cheverly, Maryland.

Cora Rice/Prince George's County Police Community Christmas Party for Deserving Children

This yearly event is scheduled to be held on Saturday, December 3 at Eleanor Roosevelt High School in Greenbelt, Maryland. Organizers of this event anticipate 500 children attending.

Imagine if you will, the excitement showing on a young one's face taking in the festive decorations of red and green and silver and gold on

the walls and tables, the aroma of good food, hearing live entertainment and waiting in line to have a picture taken with Santa after whispering their wish list in his ear.



You have the opportunity to be a part of this event even if you can't witness in person the joy on a child's face. Please consider giving a monetary donation at the next chapter meeting. Checks can be made out to "Cora Rice – PG County Police Comm. Christmas Party for Deserving Children".

This is the 28th year that this party has taken place. Let's do what we can to make this one the best one yet.

Box Tops for Education

IAAP is continuing their promotion of this national service project. Thanks to Prince George's Chapter members and especially Beth

Pettit, CPS as we have collected over 180 box tops.



Editor's Note: Refer to Page 3 for the chapters that were recognized at EFAM for their hard work.

Meet your 2011-2012 Chapter Board



President
Ayanna Castro, CAP

Vice President
Judy Falk,
CPS/CAP



Secretary
Nancy Mosely

Treasurer
Tami Maull



Excerpts from President Castro's Acceptance Speech

Following the installation of the 2011-2012 chapter officers,

the then incoming president gave her acceptance speech. Below are the highlights of that speech:

"With that in mind, the theme for Prince George's Chapter for 2011-2012 will be "Soaring above Expectations". The goals for the chapter include:

1. Obtaining the Chapter of Excellence for 2011-2012. The revised criterion is effective July 1 and they are:
 - An annual meeting calendar with education and/or training topics
 - Budget and annual financial review/audit report
 - Membership drive and evaluation
 - New member orientation and evaluation
 - Updated business plan
 - Attendance at the Division Annual Meeting
 - Attendance at EFAM
 - A minimum of 4 members to qualify for Member of Excellence
2. Create and implement a succession plan to groom and support new leadership. This succession plan will include the mentoring of newer members and creating a buddy system to pair up newer members with more experienced members.

3. Promote and market IAAP and the benefits of membership using social media platforms. Promotion of events will not be limited to just activities and programs sponsored by the Prince George's Chapter but by surrounding chapters and division as well. Social media will never replace traditional methods; however platforms such as Facebook, LinkedIn, Twitter and MeetUp have a broader reach to potential members and members-at-large who do not have a chapter to call home.

How are you Making Your Membership Work for You?

By Dewoun Hayes, MAED, CAP Secretary, Illinois Division, IAAP

Submitted by Patricia Johnson

As a member of the IAAP for over 6 years, I have attended nearly every professional enrichment program, division annual meeting, chapter meeting, and just recently, my first EFAM. I would say I am making my membership work for me.

As a chapter leader, I served as membership chair for 3 years and one year as chapter secretary and now I am a division officer. I would say I

am making my membership work for me.

I have had the pleasure of speaking to a number of chapters to assist members in their professional development and have met some wonderful people along the way who have helped me in my professional development. I would say I am making my membership work for me.

When trying to acquire new chapter leaders for chair and board positions, I am amazed at the feedback I get:

1. "I am too busy to take on a new role."

My reply: Take on a task within the role. Shadow someone already in the position. Lend a hand when all other hands are tied.

2. "I don't have time."

My reply: Time is at your discretion. You make the decision as to what you will do with it.

3. "I don't think I would be a good leader."

My reply: How will you know unless you try?

4. "I don't know how."

My reply: Experience is a good teacher.

The list goes on.... As a single mother of two kids, full-time employee, recently studying and receiving a Masters degree, public speaking on the side, writing a book, maintaining a blog, and consulting - I could be saying the same things; however, because I have a passion and a purpose to make the leap to remarkable, I choose to be active.

Whether your job pays for your membership or you pay the dues yourself- paying dues means more than paying the annual fee- it means using your membership to your advantage.

How are you making your membership work for you?

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Chapter Wins Awards at 2011 Division Annual Meeting

The Delaware-Maryland-District of Columbia Division meeting was held in May of this year and hosted by the Hager Chapter.

Prince George's Chapter led by 2010-2011 President Cynthia M. Dillon, CAP won four first place awards in the

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Upcoming Events

November 4 & 5, 2011
CAP/CAP-OM Exams

November 8, 2011
WSSC, Laurel, MD
Prince George's Chapter Meeting

Retirement Trust Foundation

December 13, 2011
Sir Walter Raleigh Inn
Greenbelt, MD
Holiday Celebration

January 10, 2012
WSSC, Laurel, MD
Prince George's Chapter Meeting

Start the New Year with a program on "Time Management". Join speaker Cheryl Wood, founder of WEPP (Women Entrepreneurs Partnering for Profit) for information on this topic.

February 14, 2012
WSSC, Laurel, MD
Prince George's Chapter Meeting

"Developing Your Personal Career Marketing/Branding Plan". Guest Speaker: Lynda Dorman, MIM, MBA – Founder of The Dorman Group, LLC.

February 15, 2012
Application Deadline for CAP/CAP-OM Exams



International Association of
Administrative Professionals®

following categories.

- Leadership
- Participation
- Certification
- Professional development

Prince George's Chapter was in the category of chapters that had 50 or more members.

2012 Division Annual Meeting

The 58th Division Annual Meeting is hosted by Montgomery County Chapter and is scheduled for **June 8 – 10, 2012**. The location for this meeting has yet to be announced. Watch your emails or better yet, join the Delaware -Maryland-District of Columbia Division eGroup on the IAAP website. All you need to do is set up a login and password to get started.

Educational Grants Awarded to Chapters



IAAP collected over 53,000 box tops during the collection period. Four chapters were recognized at the 2011 EFAM and awarded educational grants. Congratulations to the following chapters:

In the category of 40 members or more the West Houston Chapter of Houston, TX was

awarded an education grant in the amount of \$2000. The Evansville Chapter located in Evansville, Indiana received a grant of \$500.

Two additional chapters with 40 members or less were awarded education grants from Avery Dennison as well. The Profile Chapter in Manchester, NH received a grant for \$2000 and the Presque Isle Chapter in Erie, PA received a \$500 educational grant.

Upcoming Newsletters

The January/February edition is scheduled to be published during the last week of December. Articles should be submitted no later than Thursday, December 15.

Submit all articles to the email on the membership roster or to cath_iaap@rocketmail.com. Thank you.

Meet our International President



Tamra Goodall, CPS/CAP was elected to the International Board of Directors in 2006-2007 as International Director, Southeast District and was elected to a second term as Director for the 2007-2009 IAAP years. At the 2009 Education Forum and Annual

Meeting, Tamra was elected as 2009-2010 International Vice President and at the 2010 EFAM Tamra was elected as President-Elect. Tamra was installed as the 2011-2012 International President in Montreal, Quebec, Canada.

Tamra resides in Hurricane, WV and has been a member of the Charleston Chapter, West Virginia Division, since 1995. In 2008, the Virginia and West Virginia Divisions merged and she is now a member of that newly merged division. She attained her CPS designation in 1997 and the CAP in 2001. Tamra successfully recertified in 2001 and 2006.

She is married to Mark her husband of 26 years. She enjoys a wide range of activities including boating, riding roller coasters, reading, bowling and watching NCAA men and women's basketball tournaments.

She concluded her incoming presidential speech with "Join me in *Making the Leap to Remarkable* this coming year. I am asking that each of you embody a remarkable "can do" attitude as we plant the flag that announces to the world that we are IAAP, and we are *Making the Leap to Remarkable*."



Membership Webinars

Submitted by Patricia Johnson

IAAP is offering a wide range of webinars related to membership, chapters and divisions over the next couple of months. None of these webinars are eligible for recertification points. All times are Central.

Web Master Training:

11:00 a.m.-12:00 p.m.
Tuesday, Nov. 8

The Secretarial Leap to Remarkable (Training for Division & Chapter Secretaries):

11:00 a.m.-12:00 p.m.
Tuesday, Nov. 29

What's in it for Me? – Why IAAP is Perfect for You:

11:00 a.m.-12:00 p.m.
Tuesday, Dec. 6

Get Involved (How to Get the Most Out of Your IAAP Membership):

11:00 a.m.-12:00 p.m.
Wednesday, Dec. 7

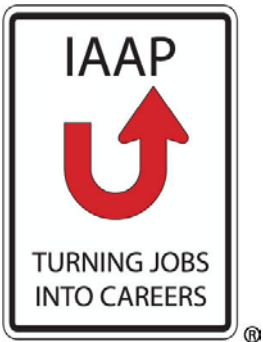


Photo Ops

Submitted by Cathy Spencer, CAP



2010-2011 Chapter Members of the Year – Judy Falk, CPS/CAP & Patricia Johnson



Pam Walker & Past President Cynthia M. Dillon, CAP



Beth Pettit, CPS enjoying the June 2011 meeting



Crystal Briscoe & Cynthia M. Dillon, CAP

Want to get involved in your Chapter but not sure where to start? Join a committee!

Most of these committees are currently comprised of one or two people. To have a successful year the chapter needs your help. Sign up by contacting these leaders or get in touch with a chapter officer.

- APW/Education – Ayanna Castro, CAP
- Bylaws, Standing Rules & Procedures – Crystal Briscoe
- Certification – Cynthia M. Dillon, CAP
- Community Service – Shirley Martin-Thomas
- Membership – Mattie McDowell
- Newsletter – Cathy Spencer, CAP
- Pathways to Excellence – Crystal Briscoe
- Research & Education – Dorothy Drayton, CPS
- Social – Veronica Leftwich
- Strategic Planning – Crystal Briscoe
- Ways & Means – Joyce McPherson, CPS