



2009-2010 EXECUTIVE BOARD

Patricia Johnson, President
Cynthia M. Dillon CAP, Vice-President
Judith Falk CPS/CAP, Treasurer
Lynette M. Queen CPS/CAP, Secretary

2009-2010 STANDING COMMITTEE CHAIRS

Membership
Cynthia M. Dillon CAP

Certification
Sharon Dawes CPS/CAP

APW/Education & Programs
Patricia Johnson

Retirement Trust Fund and Ways & Means
Joyce McPherson CPS

2009-2010 SPECIAL COMMITTEE CHAIRS

Newsletter
Catherine M. Spencer CAP

Publicity/Community Services
Lynette Queen CPS/CAP

Social Committee
Nanette Betts

Sunshine
Lisa Wheeler CPS/CAP

International Association of Administrative Professionals® has set the standard for administrative professionals, since 1942. Members include Secretaries, Executive and Administrative Assistants, Information Specialists and Office Managers to name a few. IAAP's Code of Ethics sets the standards of professional conduct.

Prince George's Chapter conducts a variety of informative, programs that are of interest and benefit to its members. It provides a forum for networking with other professionals to exchange experiences, ideas and knowledge.

If you are committed to personal and professional growth, consider joining **International Association of Administrative Professionals®** and take advantage of its many benefits.



Prince George's Chapter (#436380) was Chartered in 1980 and is a Member of the Delaware-Maryland-District of Columbia Division (#436000)



Greenbelt Marriott
6400 Ivy Lane
Greenbelt MD

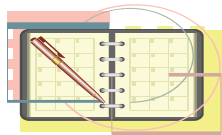
Second Tuesday of each month
from September thru June
6pm—8pm

www.iaap-princegeorgeschapter.org



CALENDAR OF EVENTS

- September 8th** - Introduction to the KTS-II
- October 13th** - New Member Ceremony & Orientation
- November 10th** - Retirement Trust Fund Education Program and Fundraiser
- December 12th** - Holiday Party
- January 12th** - KSAs: Your Federal Job Search
- February 9th** - IMPACT Meeting
- March 9th** - Essentials for Effectively Marketing You
- March 24th** - 3rd Annual Executive Breakfast
- April 13th** - Take the Limits Off w/Joyce Dungee Proctor
- April 19-22nd** - APW Event
- May 11th** - Annual Meeting
- June 8th** - 2010-2011 Officers Installation & Member Recognition Ceremony



Benefits of Membership

OfficePRO magazine

An award-winning publication, information on new technology, career development, productivity tips, office product reviews, and more!

Professional Certification

Certified Professional Secretary® (CPS) and Certified Administrative Professional® (CAP) rating programs. Topic areas for certification include office systems and technology, office administration, communications, business finance, legal issues, management, and advanced organizational management

Networking

Network of colleagues, trainers, experts and managers give members essential information and insights on best practices on chapter, division, and international levels.

MEMBERSHIP

One-time Processing Fee	\$15.00
International Dues (Includes Subscription to OfficePro Magazine)	\$83.00
Division Dues	\$15.00
Chapter Dues	\$15.00
TOTAL	\$128.00



MEMBERSHIP CHAIR

Cynthia M. Dillon CAP

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