

2009 - 2010 Committees

- **Administrative Professionals Week/Day**
Sandra Liese
- **By-Laws & Standing Rules**
Lynne Alexander CPS/CAP
- **Certification**
Barbara Ricigliano
- **Chapter Website**
Lynn Fernandez CAP
- **Membership**
Babs Johnson
- **Program/Education**
Carol Brooks
- **Nominations**
Elaine Green
- **Ways & Means**
Elaine Barisciano

By participating in chapter meetings and events, a member has many opportunities to network with fellow administrative professionals. Being actively involved in a chapter also builds leadership, project management and public speaking skills.

Valuable experience is gained working on a team. The friendships that are formed add to the many membership perks.

2009 - 2010

Board of Directors

President

Carol Brooks

President-Elect

Carole Fryer

Corresponding Secretary

Mary Rafferty CPS/CAP

Recording Secretary

Elaine Barisciano

Treasurer

Robin Lazar

By-Laws & Standing Rules

Lynne Alexander CPS/CAP

Membership

Babs Johnson

Programs & Education

Carol Brooks

Ways & Means

Elaine Barisciano

Morris County Chapter

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Morris County Chapter

*International
Association of
Administrative
Professionals®*



International Association of
Administrative Professionals®
Morris County Chapter

**Committed
to
EXCELLENCE**

About IAAP

The international Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with over 600 chapters and 40,000 members and affiliates worldwide. For over 60 years, we have provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers. For more information on the global organization, please visit the IAAP website at www.iaap-hq.org



IAAP World Headquarters, Kansas City, Missouri

The IAAP mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

About the Morris County Chapter

The Morris County Chapter was chartered through the original organization, Professional Secretaries International (PSI), on February 28, 1965. Representative members include all administrative professionals, personnel recruiters along with all types of administrative staff. Membership in IAAP provides opportunities for educational, personal and professional growth.

Today our chapter has grown to nearly 80 members. Our business meetings are held monthly. We meet, greet and network from 5:30 pm and begin the dinner meeting and program at 6:00 pm. Guest speaker fee and dinner are included in the registration fee. Guests, friends and colleagues of our members are welcome to attend.

2009–2010 Meeting Dates

September 15, 2009	March 9, 2010
October 13, 2009	April 13, 2010
November 10, 2009	May 11, 2010
December 8, 2009	June 8, 2010
January 2010: No Meeting	July 2010: No Meeting
February 9, 2010	Aug 2010: No Meeting

If you are interested in learning more about upcoming Morris County Chapter, NJ Division and International meetings and events, contact Carol Brooks at iaapmorrischapter@yahoo.com, or visit our website at www.iaapnjmorris.org
We meet at the Ramada in East Hanover, NJ.
www.ramadaeasthanover.com



CPS® / CAP® Certification

In today's ever-changing business environment, we need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional.

Certification provides opportunities to enhance your career success through:

JOB ADVANCEMENT – certification gives you a competitive edge for promotion and hiring.

PROFESSIONAL SKILLS – You will learn more about office operations and build skills by studying for and taking the CPS or CAP exam.

SALARY – A recent IAAP membership profile study shows that CPS holders earn a higher annual average salary than those who do not have certification.

ESTEEM – Attaining certification demonstrates to your employer and yourself that you are committed as a professional.

COLLEGE CREDIT – Many colleges and universities offer course credit for studying for and passing the CPS and CAP exams.

CERTIFICATION SEMINAR - Receive the benefit of annual state-of-the-art education and networking with other professionals in the administrative field.

POWER
of
Commitment
Morris County Chapter

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