



International Association of
Administrative Professionals®



The Flatirons

Boulder Chapter - #321110

2010 - 2011 Chapter Officers

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No August Meeting!

Next Scheduled Boulder Chapter Meeting will be held on 9/16/10

New Member Orientation Webinar

New member orientation webinars will be held the third Wednesday of each month. Following are just a few of the items that will be covered:

- networking via the IAAP web community
- understanding the structure of IAAP
- benefits of joining a local chapter
- educational opportunities available
- leadership opportunities available

If you are a new member and haven't received your invitation or if you are a seasoned member who feels like a new member, you can e-mail membership@iaap-hq.org, to receive the invitation link for the next webinar.

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Schools are in sessions again!

Take that extra precaution when driving around town – especially during the lunch hours and after school.



International President Incoming Speech at EFAM (excerpts)

You know how much change our profession has seen since the advent of personal computers, e-mail, the internet, social networking, and all the other technological advances developed over the past couple of decades. We've had the ability to adapt and change for the sake of our careers.

Similarly, we need to make sure we are the willing change agents for the association—to keep it appealing to the next generation of admins—who are not like the current demographic in our association. If we don't adapt and change—we go away.

A big part of the change process is being able to forget for success and being able to walk away from outdated beliefs and practices. That has been the challenge for the International Board of Directors for the past five years. What we have been attempting to do is change the culture of the organization—both from a business perspective and from a member perspective.

IAAP created a project plan to take us to the next level—and the challenge of doing this work has been daunting at times. But we have, instead of creating new goals and new direction each year, persevered along the same path...the one that will take us to remarkable.

Along that journey, I've discovered one of my absolute favorite phrases. It's a concept introduced by Peter Drucker and it's called—Purposeful Abandonment. It was really instilled in my mind as a filter for how to view everything IAAP does for its member. It is now a part of my thinking when we look at the resources—time, money and staff—when figuring out what we can and can't do. Because of limited resources—we have to quit doing those things that we've always done just because we've always done them—if they don't add value according to our mission—and look at other programs and service we need instead. But to add new programs and services, we have to be prepared to let other things come to an end.

The effective lead recognized that change takes time to take root. Change is necessary—but also takes time and we need to be patient to make sure that it does 'take root' before the full benefits will be realized. We can look at this in terms of the dues increase passed at EFAM last July. Just because it has passed, doesn't mean our members, chapters or division will see immediate benefits. Based on timing of funds coming in and the economy, it will take a while before we can provide increased benefits and services to our members. The board and headquarters staff are working as hard as they can to make sure that we become healthier financially so that we can offer products and services that our members want and need—but it will take time to 'take root.'

We need to encourage members, chapters and divisions to first focus on the strengths they currently possess. They need to take a look at the list of criteria and mark down those items they know they can accomplish—maybe that's just five or six items.

Then take a look at those things that can be done with a little more effort—strategically plan on how to accomplish those criteria; maybe it's just two more this year, and two more the next year, and two more the year after that.

All of the goals were designed to be attainable—and yes—some require more work than others. But the board truly believes that the more everyone works on all the criteria, the stronger we become as members, as chapters, as divisions, and as an association—and more people will want to join because of the programs and professionalism that is evident throughout the association. Our association will begin to grow like crazy because we are the place to come for education, training, networking, technology and more.



2010-2011 INTERNATIONAL BOARD OF DIRECTORS

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International President Incoming Speech (continued from page 2)

While this constant improvement is happening, we need to continue to set the stage for innovation. The best way to get a good idea is to get lots of ideas. We are trying to do that in a variety of ways. We encourage you again to participate in providing ideas and information so that we can make the best decisions we can for the business of IAAP. That means participating in the surveys that are sent out; participating in the web community through egroups, blogs and websites; and participating at the division and chapter level by attending events, volunteering for committees, and as serving as leaders.

We want to create a climate that rewards risk and creative effort. We need to be able to try new things and fail; and try new things and succeed.

It comes down to being excellent at what we do, with a deep level of commitment and knowing that what we do has purpose.

It's about making conscious choices where we spend our time and energy and once that choice is made—giving it our all.

I challenge you—as well as myself—during the coming year to be all you can be as an administrative professional and as a member of IAAP....living a life filled with Passion & Purpose.

Mary Ramsay-Drow, CPS/CAP
July 21, 2010



International Bylaws Amendments

All of the IAAP proposed bylaws amendments passed at EFAM in July.

They were:

- 1) Deletes full-time employment as a qualification for international office, must only be employed;
- 2) Specifies candidates for president and president-elect serve as vice-president, treasurer or secretary for one year;
- 3) States that candidates serve as district director as a qualification for vice president, treasurer or secretary;
- 4) Stipulates that candidates for district director serve at least one full year as division president;
- 5) Pertains to Int'l Bylaws and Standing Rules Committee and deletes the committee's recommendations and reasons for recommendations on proposed amendments. Instead, the proposer's reasoning will be included;
- 6) Relevant to annual meeting and deletes the paragraph regarding scheduling six years in advance; and
- 7) Adds the stipulation that delegates and alternates attending annual meeting must be members of the unit they are representing.

2010 Fall Conference

The 2010 Fall Conference will be held in Louisville, KY, October 17-20. Registration opened August 1, with early bird fees of \$525 for IAAP members and \$615 for nonmembers.

Hotel reservations at the Hilton Seelbach can be made now; you will find the information on the IAAP web site (www.iaap-hq.org) under Events > Fall Conference > Hotel

This is an education conference focusing on the theme *Core Characteristics of a Champion* and has a total of 15 hrs of education provided at the conference.

Upcoming Changes to the IAAP Certification Program Effective November 2011

IAAP's Certification Program will be changing effective November 2011. These changes will help us achieve a much simpler system of expansion with an understandable and easier-to-explain certification program.

IAAP is moving from a two-rating system to a one-rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **CAP-OM**. Effective November 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP-OM.

The CAP exam will become a one-part exam, testing similar material to our current three-part exam. The CAP-OM exam will also be a one-part exam, testing similar material to the current Part 4 of the CAP exam. In the future, there could be a specialty in technology and software, or in medical administration, and more. At least one year's advance notice will be given prior to each specialty designation being available.

The preliminary exam outlines are available now; we anticipate new sample questions and an updated bibliography by November 2010. We will provide both Pearson/Prentice Hall and Metcalf Education with the revised examination outlines by November 2010. Once they give us a revision schedule, we will share that information.

Please keep in mind, the IAAP certification exams are not written from the review materials. The exams are written from the college texts listed in the Certification Review Guide. The review materials are intended as an aid to review something you already know, and are not intended to teach everything that is on the exams.

Applicants with no college degree will need four years of verified administrative experience; applicants with an associate degree will need three years of verified administrative experience, and, applicants with a bachelor's degree will need two years of verified experience. All experience must be within the past fifteen years, and must include twelve months continuous with one employer within the past five years. All experience requirements must be met prior to applying for approval to take the CAP exam.

You can first apply to take the one-part CAP exam, and then after attaining the CAP rating, come back and apply to take the one-part Organization Management specialty exam or you can apply initially as a candidate for the CAP-OM and take both the one-part CAP exam and the specialty Organizational Management exam at the same time.

There is no change in the testing format. The one-part CAP exam will be 300-350 questions. The one-part Organizational Management exam will be 150-170 questions.

Current candidates and those applying for the November 2010 and May 2011 exams will have through May 2011 to complete all parts of the exiting exams.

After the May 2011 exams, any CPS or CAP candidate who has passed only one part will automatically be moved to the new CAP exam; any candidate who has passed two parts will be given through November 2011 to complete their final parts.

Complete details will be provided individually to all eligible retake candidates before both the May 2011 and November 2011 exams.



Upcoming Changes to the IAAP Recertification Program

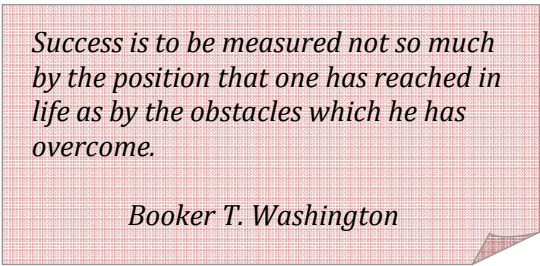
Here is a list of the largest changes to IAAP's recertification program:

- The **number of points required** for recertification will be **reduced** from **90 to 60**.
- The **Experience** category will be renamed "Other Certifications". 5 points will be awarded for each certification, up to a maximum of 20.
- The **Leadership** category will award points for officer or chair positions for committees active **for at least 7 of the 12 months in the IAAP year**. 5 points will be awarded for each position held, up to a maximum of 20.
- The **Education** category will be renamed **Continuing Education** and will tightly follow the **exam outline**; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.
- The **Workplace Projects** category will be eliminated.
- The **Elective** category will be eliminated.

These changes are effective **immediately**. However, the Certification Department will accept applications under either the new guidelines or the old guidelines until **April 1, 2011**.

While it's impossible to be exhaustive in a document such as this, the general categories are:

- Computer hardware, systems and configuration
- Document layout, design & reproduction
- Software
- Managing Physical Resources
- Records Management
- Communications
- Human Resources
- Accounting Procedures & Analysis
- Time Management
- Organization Planning
- Advanced Administration
- Team Skills
- Advanced Communication



With the elimination of the Elective category, chapters and divisions should adhere closely to the exam outline when submitting programs for recertification approval. Look for new application documents soon from the Certification Department.

With a very few exceptions, the committees recognized and tracked by the Membership Department will count as fulfilling the requirement. Please consult the "Officers & Committee Chairmen" listing, Document #531 in the Web Community Resource Library, for a list. As a general rule, the committee must be a standing one (active for at least 7 of the 12 months) and its work must be far-reaching, not limited to a singular, time-based project or event.

There are many reasons for the changes. First, to bring our program more in line with generally accepted standards for recertification across the board; most programs require 60 hours per recertification period. Over the years, we have also noticed the frustration applicants have had with the nebulous quality of some of our recertification categories. This change attempts to combine these two changes to make for a more tightly defined program that adheres more closely to accepted principles.

Here is a table showing the current system and the changes.

Previous Recertification Categories & Points		Revised Recertification Categories & Points	
Points Required	90	Points Required	60
Category Title	Max Points Allowed	Category Title	Max Points Allowed
Education	90 Points (min 30)	Continuing Education	60 Points (min 30)
Experience	30	Other Certifications	20
Leadership	30	Leadership	20
Elective	30		



PARLIAMENTARY POINTS by Vi McNew, CPS, PRP

FIRST - BECOME FAMILIAR WITH YOUR DUTIES AS LISTED IN THE BYLAWS!

President - Make a calendar of each month's "Must do!" Quorum; start meeting on time; can recess for a quorum; have copies of the agenda for all. Always have the Chapter Bylaws & Standing Rules with you to refer to; it is well to have the Division and International Bylaws & Standing Rules with you also.

1. Prepare a Script for the officers to follow; that helps the secretary prepare Minutes. Be aware of upcoming necessary business such as preparation of the Budget chaired by Treasurer with assistance from the Board, and end of year Audit Committee—be sure to check Bylaws!
2. Contact officers and committee chairmen prior to meeting for reports; if none, don't call on them; officers should always have a report! Close meeting on time.

Vice President - Be prepared to preside in case of emergency requiring President to be absent.

1. The Bylaws in your chapter gives the duty of Program Chairman to the Vice President; it is good to discuss programs with the other officers and ask for suggestions from members; keep in contact with the program presenters before the meeting and be sure to thank them after the meeting!
2. This officer can assist in other duties of the chapter.

Secretary - Prepare draft of the Minutes for the President within a week so they can be ready for the coming meeting; have copies available for the attending members; if possible, include them in the newsletter which goes out prior to the meeting.

1. Prepare draft of Board meetings for the Board members; be prepared to read at the meeting.
2. Assist in doing other duties required by the President. Always have copies of the Bylaws & Standing Rules available at the meeting for those members who do not have them.

Treasurer .

1. Deposit all funds promptly; pay all bills promptly after instruction by the Chapter; prepare reports monthly; have the current membership list available as well as the check book at the meetings. You and the President are on the bank account.
2. You have the ID number for the Internal Revenue Service; answer all inquiries promptly regarding filing of tax returns. You are chairman of the Budget Committee.