



**IAAP's Mission** is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



## Benefits of Membership

- Continuing Education
- CPS/CAP Certification Study Group and Study Materials
- Professional Growth
- Leadership / Public Speaking Skills
- Organizational / Planning Skills
- Project Development / Management
- Teamwork
- Technology Updates
- Professional Publications
- Community Service
- Networking / Travel / Seminars
- Friendships (locally and worldwide)



## Minisa Chapter's commitment to its members helps lead to their success!

**The International Association of Administrative Professionals (IAAP)<sup>®</sup> has over 40,000 members worldwide, uniting its members to provide opportunities for professional growth.**

Since 1942, Minisa Chapter has provided its members with educational programs and opportunities to enhance their administrative skills. Our membership consists of office professionals who live or work in Wichita and surrounding areas. We are employed by a variety of companies, which greatly enhances our networking opportunities.

Our chapter is committed to providing its members with tools and opportunities that will build personal and professional growth. Examples of these opportunities include leadership training by serving as an officer or committee chair, public speaking, educational programs at our monthly meetings and annual seminar, and much more. We also provide free study materials and study groups for the CPS and/or CAP exams. Our chapter currently has 50 members of which 15 members have obtained their CPS/CAP certification – that's 30% with certifications.

Minisa Chapter is also proud of our 12 members who achieved **Member of Excellence** status in 2009-2010.

## Don't be Afraid to Visit Us!

**Meetings are held on the  
1st Thursday each month at**

**Spiritual Life Center Conference Room  
7100 E. 45th St. N.  
Bel Aire KS 67220**

**Networking: 5:30 p.m.  
Dinner and Program: 6 p.m.  
Business Meeting: 7:45 p.m.**

*The cost for the educational program and dinner is \$13.50.  
Reservations are required.*



## CPS/CAP PROGRAM

IAAP sponsors the coveted Certified Professional Secretary (CPS)<sup>®</sup> and the Certified Administrative Professional (CAP)<sup>®</sup> rating. Attaining certification is a career investment:

- ❖ Job advancement – competitive edge for promotion and hiring
- ❖ Professional skills – build self-audit skills and abilities by studying for and taking the exam
- ❖ Enhance salary opportunities – surveys indicate an average of \$2,228 more per year
- ❖ Mark of excellence – demonstrate initiative and ambition
- ❖ Boost self-confidence and pride – show commitment as a professional
- ❖ Earn college credit toward a degree – many colleges and universities offer 32 credit hours

**For more information please contact:**

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