

# IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters 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.



## Rim Rock Chapter Mission Statement

To promote and enhance administrative professionals' value, image, competence, influence and professionalism by offering educational, networking, and friendship opportunities.



*Rim Rock Chapter  
P.O. Box 20261  
Billings, Montana 59104*

<http://www.orgsites.com/mt/iaap/>

*Please contact us for  
membership and  
meeting information*

*President  
Deanna Anthony CAP  
City of Billings-Police Dept.  
406-657-8457*

*Or*

*Virginia Burgess  
Vice President  
City of Billings—Solid Waste  
406 657-8285*

## International Association of Administrative Professionals

***Professional Certification  
Education & Training  
Networking***

**It's all available  
through IAAP**



**International Association of  
Administrative Professionals®**

## Join the Rim Rock IAAP Chapter

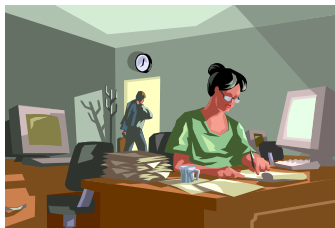
**And increase your value and marketability by investing in your future.** Membership in IAAP provides outstanding benefits and services to meet your professional and personal needs.

**IAAP is a great resource to help you advance in your current career. Increase your skills and opportunities through:**

**Learning from your peers through local and international networking experience:** When you're looking to advance your skills or wanting to exchange ideas with someone else in your profession, you can do so by attending meetings and seminars.

**Improving your professional image:** Better your professional impression and sharpen your professional stature by getting a birds-eye view of what is necessary to be a confident professional in today's society.

**Educational and Professional Development:** Targeted for office staff, materials are available for group and self-study development.



**Certified Professional Secretary (CPS®) / Certified Administrative Professional (CAP®) Programs:** These comprehensive exams offer a means of certifying the skills of top administrative professionals. IAAP members receive special discounts on the exam fees and study materials.

**Enhancing your public speaking skills:** Gain confidence for presentations in business meetings or at IAAP chapter meetings through membership support and direction.

**Community Involvement:** Members are active in many facets of the community. The chapter has participated in community service projects which have included providing gifts to patients of a nursing home, assembling YWCA job-interview packets for residents applying for business professional employment, and volunteering at Family Services.

Rim Rock Chapter IAAP—Monthly meetings are held the third Wednesday of the month consisting of dinner, an educational speaker and a short business meeting.

2009 Upcoming Programs

The first year professional membership fee is \$92 which includes a one-time processing fee of \$15. Annual dues are \$77 payable on the membership anniversary.

## Certified Professional Secretary (CPS)



## Certified Administrative Professional (CAP)

The CPS rating is the achievement of the internationally recognized standard of proficiency as a professional secretary. The CPS Examination is a three-part, one-day examination testing the areas of finance and business law, office systems and administration, and management.

The CAP rating is intended to further enhance the knowledge and skills of today's administrative professionals. The CAP exam is administered over 1½ days and has four sections testing the areas of finance and business law, office systems and administration, management, and organizational planning.

Many colleges and universities currently award credit for the CPS/CAP exam. CPS/CAP holders tend to earn a larger salary, are well respected within their companies, and the knowledge gained from the certification program is a tremendous benefit to employers.

For more information contact a Rim Rock Chapter member or contact the IAAP Institute for Certification at 816/891-6600.