



# WILLAMETTE CHAPTER

chapter website: [www.orgsites.com/or/iaapwillamette/](http://www.orgsites.com/or/iaapwillamette/)

March/April 2009

## April Membership Meeting

Thursday, April 9, 2009

Samaritan Albany General Hospital

4th Floor, Conference Room 1

5:30 p.m. Dinner on your own

6 p.m. Program —“The Power of Color”  
By Bernie Burson, AICI FLC, CDI

Color and Image Consultant

Feel free to invite a guest or co-worker.

Read more about Bernie in our newsletter! Bernie will have her new book *Image Power* at the meeting if you wish to purchase it there and save on shipping costs.

To reserve your seat, please contact Jo Ann Yonemura via email at [jyonemur@samhealth.org](mailto:jyonemur@samhealth.org) or call 990-1853. Questions? Contact President Linda Wakefield at [linwakefield69@hotmail.com](mailto:linwakefield69@hotmail.com).

## May Membership Meeting

Thursday, May 14, 2009

Samaritan Albany General Hospital

4th Floor, Conference Room 1

5:30 p.m. Dinner on your own

6 p.m. Program—“Virtual Assistants”  
By Linda Melcher, VA Owner of I Assist

[www.i-assistva.com](http://www.i-assistva.com)

Linda will give you the inside “scoop” on what virtual assistants do, how to run a virtual assistant business and steps on how to become one. Linda is certified and a graduate of Assist U ([www.assistu.com](http://www.assistu.com)).

To reserve your seat, please contact Jo Ann Yonemura via email at [jyonemur@samhealth.org](mailto:jyonemur@samhealth.org) or call 990-1853. (President Linda will be out of town attending the Spring Annual Meeting in Ogden, UT.)

## President’s Message

As we get closer to spring I start to wonder if it’s coming or not. We still have freezing at night and downpours of rain that leave holding ponds in my pastures. But I know spring’s coming! The calves are having fun on the fields, the horses are out playing more and the weeds are appearing in the flower beds.

Now it’s our turn to play and learn. Please make plans to attend our Division Annual/Spring meeting in Ogden, UT. It will be very enjoyable, fun, relaxed and educational. Make new friends and learn at the same time. We also have some great meetings coming up in our own chapter so please plan to attend.

For those of you that weren’t able to make it to our chapter meeting in February we had a wonderful speaker, Heather Wright from World Financial Group. She spoke on women and our finances and some of the options that we all have. With the way our economy has gone lately, it was nice to hear that we do have options and choices.

It’s time to open your address book and see who you can invite to our meetings. By introducing your friends, co-workers or recent acquaintances to IAAP you will be promoting professional growth for yourself and your guest. Check the program schedule each month and see if you can identify someone who may benefit by attending a chapter meeting. Share the goodness in your life and that includes the benefits of belonging to IAAP.

Please don’t forget that our chapter officer positions are coming up. It would be wonderful to not only have a full slate of officers but a slate with multiple choices for each position. If you are not sure what each position entails, the descriptions can be found in our Bylaws. Current and past officers will also be glad to answer any questions you may have. Don’t be afraid to run for an office, I can guarantee you it will prove to be a great adventure. It is only one night a month but it will mean so much more to many people to be able to keep our chapter in an active status. There isn’t one person in our chapter who wouldn’t do a great job as one of our officers. You come out with a wealth of knowledge and many new friendships that you wouldn’t have otherwise gained. We hope to see you at our next meeting.

*Linda J. Wakefield*, Willamette Chapter President

## ID-OR-UT division fundraiser

**Secretary  
wanted!**

We still have tickets for sale for the handmade afghan. Tickets are only \$1 for a ticket. Each chapter must sell at least 25 tickets. If you would like to purchase a ticket, please contact Linda. It will measure about 50 in. wide x 70 in. long.

The drawing will take place at the Utah Annual Meeting in May. You do not have to be present to win.

This is a division fundraiser to help defray expenses. Division works hard to offer you quality training, so please support this fundraiser. Your last chance to get tickets will be at our April 9th meeting.



We still need your help. We are still looking to fill the office of Secretary.

If you are able to assist and help us with recording our meeting minutes for the next 2 meetings, please let us know. We would sure appreciate your help!

Please call Linda if you are able to help.

## Administrative Professionals Week Luncheon - April 21

Pins have been ordered and if you ordered one, it has arrived. See Jo Ann at the meeting to pick yours up. Display your pin proudly and let everyone know all about IAAP.

For those who wish to meet for lunch (order/pay on your own) during Administrative Professionals Week, we will be meet

at Carino's Italian in Albany on Tuesday, April 21st. If you would like us to reserve you a seat, please call Jo Ann at 990-1853 or drop her an email at [jyonemura@samhealth.org](mailto:jyonemura@samhealth.org) by **Friday, April 17th**. No program is planned, just a nice lunch with your colleagues to celebrate this important day!

We hope you can join us! Check out Carino's Italian menu at [www.carinos.com](http://www.carinos.com).



## To recession proof your job; networking is key

People sometimes underestimate the power of networking. Perhaps they are unsure how to network or why they should network. One great reason to network is that most jobs that are available are not advertised

in the newspaper. Knowing someone in a company can help boost your chances when you apply for a job. In hard economic times, people make the mistake of not continuing their professional memberships or forego

training. Not a smart move. This is the time when you should be taking additional training and taking advantage of networking. It could land you your next job opportunity, even though you may not be looking for one!

# Willamette Chapter Officer Elections

It's that time again. We will be asking for nominations for our chapter officers at the April 9th meeting.

Please seriously consider what you can offer our chapter and what areas you feel you need growth in.

There are many ways that members can assist, not just in becoming an officer, but also helping with meeting programs, spreading the word about IAAP by helping with the newsletter or placing articles in the local newspapers, helping with the local LBCC

student chapter or planning fundraisers.

It is only fair to share some of the "things that need to be done" and every member can help in all sorts of ways!

We try really hard to bring you quality programs with no cost so that you can learn new things and we also encourage you to share your knowledge as well.

Many of us are tech savvy but some of us aren't. We

all need to learn from each other without feeling like we are at risk of making a mistake or losing our job. The chapter is a "safe place" where you can test the waters.

We can be the best at what we do because we aren't afraid to take challenges and help others when they need help. This is what being an administrative professional and an IAAP member means.

Training is provided and we urge you to help in at least one area. Thanks!!

## I Don't Have Anything To Wear!

Bernie Burson, a certified image consultant and color designer, will show you how to use color to your best advantage. Color affects us on both a conscious and unconscious level every day. Come learn the hidden ways color affects how people react to you and find out how a few simple wardrobe changes

can increase your personal power. Bernie is co-author of the book *Image Power* and is on the international board of AICI, the Association of Image Consultants International. For more information about Bernie and the *Image Power* book, see [www.bernieburson.com](http://www.bernieburson.com).

If you have any questions, write them down and bring them to the meeting and Bernie can provide some insight for you.

## Virtual Assistant to speak in May

Linda Melcher is a Virtual Assistant in Vancouver, WA. She will be coming to speak to our chapter about the Virtual Assistant world. Linda graduated from Assist U, one of the accredited programs for VAs. She will give us some background information

on virtual assistants as well as teach us more about running your own virtual assistant business.

Virtual assistants can work anywhere and at any time. They mostly work out of their home

For small businesses as well as large companies.

Come and speak with Linda and ask all the questions you ever wanted to know about virtual assisting!



## Willamette Chapter

# OFFICER JOB DESCRIPTIONS

### Chapter President

**Job Responsibilities:** Serves as Chief Executive Officer of the chapter; coordinates and oversees all chapter affairs according to the bylaws; acts as a spokesperson for and promotes the mission and programs of IAAP; models, motivates, and provides leadership and guidance to all members in the chapter; and helps fulfill the purposes of the organization through membership growth and retention, including: the retention of existing members, the recruitment of new members, and the development of new chapters.

#### Specific Job Tasks:

1. Ensure that the chapter, division and international bylaws and policies of IAAP are adhered to.
  2. Prepares the agenda for the chapter meeting and the board of director's meeting.
  3. Preside at all chapter meetings and official activities.
  4. With chapter board's approval, appoint members to, and serve as an ex-officio member of, all standing and special committees.
  5. Work with the treasurer and the board of directors to prepare a proposed budget, and generally oversee the finances of the chapter.
  6. Communicate effectively with the division president.
  7. Communicate necessary information from the international board of directors, headquarters and the division to chapter members; coordinate publication and distribution of chapter newsletter.
  8. Represent the organization publicly as a spokesperson to promote the best interests of IAAP and to disseminate positive and accurate information about the office support profession, including Administrative Professionals Week and Day.
  9. Stimulate member interest in membership growth through the development of chapter incentive and recognition programs.
  10. Follow-up on membership and new chapter inquiries forwarded from headquarters or the division.
  11. Have your chapter participate in at least one **IMPACT IAAP** program during the year.
  12. Offer motivation/assistance to chapter members in developing new chapters in nearby communities.
  13. Ensure the regular use of IAAP leadership resource materials within the chapter.
  14. Represent the chapter at the International Convention, the District Conference, and the Division Meeting.
  15. Maintain awareness of membership benefits/association programs/activities, and participate when possible.
- Approve payment of outstanding chapter debts.

## **Chapter President-Elect**

**Job Responsibilities:** Serves as next in command behind the chapter president.

**Specific Job Tasks:**

1. Assume the duties of president in the absence of the chapter president.
2. Assist the president on duties as assigned.

## **Vice President**

**Job Responsibilities:** Serves as next in command to the chapter president and president-elect.

**Specific Job Tasks:**

1. Assist the chapter president and president-elect as needed.
2. Assume the duty of president and president-elect in their absence.

## **Treasurer**

**Job Responsibilities:** Serves as Chief Financial Officer of the chapter; coordinates and oversees all chapter financial affairs.

**Specific Job Tasks:**

1. Responsible for depositing and disbursing monies in accordance with the chapter's approved budget.
2. Maintains an accurate accounting of all chapter funds and prepares a monthly report to the chapter membership.
3. Notifies the division treasurer of member additions/deletions/transfers within the chapter.
4. Processes all membership applications and dues and forwards to IAAP Headquarters.
5. Prepares annual budget for chapter board review and membership approval.
6. Understand the third-party liability insurance (information available through Accounting Department at IAAP Headquarters).
7. Issue receipts when monies are received.
8. Notify members of their membership status should they become delinquent in paying their dues.
9. Process all membership applications for new members and transfers of membership.
10. Order chapter supplies.
11. See other duties of Treasurer under section 5 Finance in the *Chapter Leader's Guide*.

## **Recording Secretary**

**Job Responsibilities –**

**Recording Secretary:** Maintains all pertinent information of the chapter.

**Specific Job Tasks – Recording Secretary:**

1. Responsible for the minutes at meetings and chapter board meetings.
2. Responsible for distributing minutes for member approval.
3. Maintains chapter charter, official documents such as bylaws, previous minutes and division bylaws.
4. Call roll at chapter and board meetings.

## Corresponding Secretary

**Corresponding Secretary:** Facilitates all communication of the chapter both internally and externally.

### Specific Job Tasks – Corresponding Secretary:

1. Communicates correspondence including meeting notices to chapter members and the division.
2. Facilitates public relations on chapter programs to local media.
3. Gathers and develops member information for the chapter directory and distributes to the chapter members and the division.
4. Writes correspondence on behalf of the chapter.

**Historian** — Helps record and preserve the chapter's history by taking photographs at meetings and events, clipping out news articles in newspaper, assists in maintaining the scrapbook of the chapter.

**Webmistress** — Updates the website once a month, places newsletter and photos on website. (Website is already created and easy to maintain)

**Newsletter Editor** — Assist in coordinating and retrieving articles from officers and writing articles and designing newsletter. Emails newsletter to members. Works with Webmistress to coordinate information on website.

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## Committees

We hope to have at least 4 to 5 members participate in a committee. Members can participate in more than one committee if they desire. Being on a committee is a great way to get to know your fellow members and provides you with an opportunity to participate in your chapter. Please sign up to help on a committee - we need your input and expertise! Committees will coordinate their own meetings and notify the President of meeting dates. President may appoint members.

### ***Membership Committee***

Assists in providing brochures and information to prospective members; assists in creating a membership plan; promotes the mission of IAAP and the Willamette Chapter.

### ***Student IAAP chapter committee***

Meet with advisor in the beginning of the Fall semester and keeps in contact with the Linn-Benton Community College IAAP student chapter to assist in educational opportunities and mentoring. Promotes IAAP membership to students.

### ***Certification Committee***

Assists IAAP members interested in obtaining the CPS/CAP certification by providing information and applications

### ***APW/Education and Program Committee***

Assists in planning APW (Administrative Professionals Week - April) events; assists the board with programs for monthly meetings. Assist in planning fun fundraising opportunities for the chapter's benefit

### ***Bylaws and Standing Rules Committee***

Assists in updating the chapter's bylaws

### ***Elections Committee***

Assists in elections of officers.

### ***Retirement Trust Foundation Committee***

Plans and assists with fundraising opportunities for the IAAP Retirement Trust Foundation