

Speaker



Janet R. Bezner, PT, Ph.D.

Janet R. Bezner, PT, Ph.D., received her bachelor's degree at the University of Texas Medical Branch in Galveston, Texas, her master's degree from Texas Woman's University and a Ph.D. in health education from the University of Texas. Prior to joining APTA in May 2005 as the Senior Vice President for Education, she was Senior Vice-President for PeakCare, Inc., a healthcare technology firm, where she managed the development of a wellness and prevention software and video library aimed at employers to assist in decreasing health care costs associated with illness and injury at work. Janet spent seven years teaching physical therapy at Southwest Texas State University (now Texas State University) in San Marcos, Texas and has practiced in a variety of health care settings, including hospitals, home health, long term care and corporate wellness. Janet served on the Board of Directors of the American Physical Therapy Association prior to joining staff. She speaks regularly to groups on topics related to leadership and personal development

Message from our President...

Wow! It has been 10 months and four days since the Old Town Alexandria Chapter was chartered. We began the chapter with 31 new members and as of today, we currently have 44 members.

As a new chapter, we have accomplished a lot. We have an awesome website, a great newsletter (you will see the new product very soon), brochures, and postcards, and we have created a new way of providing community services – sponsoring a high school student and following them through to graduation. Yes, we have been busy!

Because of your efforts in coordinating and brainstorming for our chapter, we have put the Old Town Alexandria Chapter on the map with National IAAP.

It is evident to me and to the IAAP Headquarters that collectively we have put a lot of time and effort into seeing this chapter move forward and continuing to develop our administrative skills and professionalism.

It is most thrilling to see that you care deeply about the chapter and I appreciate each of you for the value and contribution you have made to this great association.

With Professional Regards,

*Rosalind Riddick-Champion
Chapter President*

Definition of an Administrative Professional:

IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession."

Administrative Professional's Day
April 26, 2006

Administrative Professional's Week
April 24-28, 2006



Contact Information:

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**Old Town Alexandria Chapter
IAAP**

Celebrating Administrative Professionals



Luncheon

Tuesday, April 11, 2006
12:00 p.m. – 1:30 p.m.
LaPorta's Restaurant
Alexandria, VA

Agenda

Opening Remarks & Introduction

Rosalind Riddick-Champion
Chapter President

Welcome

Johnny C. Taylor, Jr., J.D., SPHR
Chairman of the Board
SHRM

Acknowledgements

APTA
GMAC
Loudoun County Public Schools
Mister Kleen
Promo Corp
Salvation Army
SHRM
SRS Technologies
USO
Volunteers of America

Introduction of Speaker

Brenda Smith-Epps

Speaker

Janet R. Bezner, PT, Ph.D.
Senior Vice President, Education Division
APTA

❖ LUNCH ❖

Awards & Presentations

Closing Remarks

Rosalind Riddick-Champion
Chapter President

History of

Administrative Professional's Day

Mary Barrett, a past president of the National Secretaries Association – now International Association of Administrative Professionals (IAAP) – led the efforts to recognize National Secretaries Week. The intent was to honor secretaries and other office staff, as well as to attract more people to office and administrative careers.

U.S. Secretary of Commerce Charles Sawyer proclaimed the first observance of National Secretaries Week as June 1-7, 1952. Wednesday, June 4, 1952, was designated the first National Secretaries Day.

In 1955, the National Secretaries Association changed the dates to the current celebration during the last full week of April.

The name of the observance was changed to Professional Secretaries Day/Week in 1981 when the National Secretaries Association became Professional Secretaries International (PSI).

In 1998, PSI changed the organization's name to the International Association of Administrative Professionals (IAAP).

The name of the occasion was changed again in 2000, when the IAAP designated the holiday as Administrative Professionals Day/Week.

IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and 600+ chapters worldwide. The association works in partnership with employers to promote excellence. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.

The **IAAP mission** is to be the acknowledged, recognized leader of administrative professionals.

IAAP's purpose is to provide information, education, and training.

IAAP's objectives are to elevate the standards of all administrative professionals.

OTAC

The Old Town Alexandria Chapter (OTAC) was introduced to the International Association of Administrative Professionals (IAAP) family as an official chapter of IAAP and the Virginia Division on June 7, 2005. The installation took place at the SHRM National Headquarters building located in Alexandria, VA where the International Director, of the Southeast District, Tia Theriaque, CAP, presided over the ceremony. The OTAC branch of IAAP is the first chapter to emerge in the Northern Virginia area.

As OTAC makes its presence in the Northern Virginia, the membership has enrolled over 40 members to date and is constantly growing.

At OTAC, we believe in the three essential elements that make up a successful Administrative Professional:

- ❖ **Continued Education**
- ❖ **Networking**
- ❖ **Leadership Training**

OTAC is always striving for excellence!

OTAC Officers

Rosalind Riddick-Champion, President
Yalonda Dabney, Vice-President
Vacant, Secretary
Sharon Barber, Treasurer