

What to Expect from OTAC?

When you become a member of OTAC you become part of a family. The OTAC family supports and encourages the advancement of administrative staff to obtain the skills and knowledge necessary to become indispensable in the Administrative arena.

The Old Town Alexandria Chapter conducts its chapter meetings once a month. Each meeting includes a brief networking session, officer reports, committee updates, IAAP news followed by a brief presentation on a selected topic. OTAC also offers study groups for those members wishing to prepare for the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) exams. OTAC promotes and encourages continued membership through ongoing support by colleagues. Our members are able to contact one another for assistance with daily job tasks, professional advice, and personal growth. OTAC is continually striving for excellence among its members.

Quote: "Take a second look at what appears to be someone's "good luck". You'll find not luck but preparation, planning, and success-producing thinking...."

David Joseph Schwartz

ABC of a Polished Administrative Professional

Ability to respond to challenges & achieve results
Boss' best friend
Competent
Dependable and determined
Efficient in every aspect
Facilitator
Guru of the department
High-quality performance
Indispensable
Jack of all trades
Knowledgeable
Listens carefully
Multi-tasker
Noteworthy
Optimistic, can get the job done
Prioritizes
Quality and quantity of work completed
Responsible and resourceful
Strives for excellence
Tech savvy
Ultimate support
Visionary
Works hard
XYZ

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Old Town Alexandria Chapter

Who is OTAC?

The Old Town Alexandria Chapter (OTAC) is one of 600 chapters of the International Association of Administrative Professionals located in Northern Virginia in the heart of Old Town Alexandria. OTAC is eager to enhance the development of its members into top notch Administrative Professionals. OTAC strives for excellence and encourages its members to commit to personal and professional growth in their chosen profession.

OTAC promotes the following **three** essentials:

- ❖ **Continued Education:** Includes earning a degree, attending seminars and conferences to enhance technical, interpersonal, and communication skills, or workshops to keep up to date with the latest technology and administrative needs.
- ❖ **Networking:** Administrative Professionals from near and far get a chance to meet others in the same profession and exchange ideas, tips and career opportunities.
- ❖ **Leadership Training:** The leadership role in the Administrative Profession is imperative in “climbing the ladder to success”. The professional world is made up of leaders and followers, and each is equally important as long as you know when to let your leadership ability shine.

What is 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. IAAP also has affiliate members.

MISSION

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

PURPOSE

To provide information, education, and training, and to set standards of excellence recognized by the business community on a global perspective.

OBJECTIVES

To elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

VISION

To inspire and equip all administrative professionals to attain excellence.

Benefits of Joining IAAP

- ❖ Eight issues of *IAAP's OfficePRO*[®] magazine.
- ❖ Twenty-four issues of *OfficePRO*[®] Express e-newsletter.
- ❖ *IAAP Bits & Bytes* online newsletter published five times a year.
- ❖ Achieve certification via IAAP's CPS and CAP ratings.
- ❖ Receive discounts on books and self-study courses. Earn an Associate of Arts degree online, or enroll in online courses.
- ❖ Attend IAAP seminars & conferences.
- ❖ Utilize IAAP's Web site at www.iaap-hq.org for information on the latest research funding, association news and product information.
- ❖ Communicate with a worldwide network of peers, trainers, and managers on the profession.
- ❖ Take advantage of the support available from headquarters staff for your professional needs.