

## Employer Benefits By Your Membership in IAAP:

- A professional team member dedicated to producing a quality product or service
- A positive public relations representative who takes pride in professionalism and excellence
- Office personnel who are up-to-date with the latest technological trends
- Opportunities for quality leadership training, employee education, and self-improvement
- An employee who has the opportunity for continuous personal and professional growth and brings these skills back to the workplace



### Contact:

Membership Chairman  
JOL Chapter IAAP  
PO Box 847  
Jacksonville, NC 28541

### Websites:

[www.iaap-hq.org](http://www.iaap-hq.org)  
[www.iaap-nc.org](http://www.iaap-nc.org)  
<http://www.iaap-jol.org>  
[membership@iaap-jol.org](mailto:membership@iaap-jol.org)

MEMBERSHIP COMMITTEE  
JOL CHAPTER IAAP  
PO BOX 847  
JACKSONVILLE, NC 28541



Jacksonville-Onslow-Lejeune Chapter of IAAP

"Lighting the pathways for professional growth"

## Jacksonville-Onslow-Lejeune Chapter



International Association of  
Administrative Professionals®

## International Theme

**POWER**  
*of*  
**Commitment**  
JOL Chapter



### Monthly Meetings

2ND THURSDAY OF THE MONTH  
Marine Federal Credit Union  
4180 Western Blvd Extension  
Jacksonville, NC  
(use double doors at rear entrance)

5:30 - 5:45 PM NETWORKING  
5:45 PM MEETING/PROGRAM

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### INCREASE YOUR VALUE BY INVESTING IN YOUR FUTURE

Membership in International Association of Administrative Professionals® provides outstanding benefits and services to meet your professional and personal needs.

- CPS/CAP Professional Certification Program
- Education and Professional Development
- Leadership Training
- International Education Forum
- Networking with other office professionals
- Improved professional image
- Plus many other personal benefits

### DEFINITION OF AN ADMINISTRATIVE PROFESSIONAL

IAAP defines an administrative professional as a person who possesses a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and judgment, and makes decisions within the scope of assigned authority.

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### Opening Doors

**IAAP Membership Works for You!**

#### ATTEND - Meetings and Seminars

- International Convention
- Division and Chapter Meetings
- Education Seminars

#### PARTICIPATE - IAAP Activities

- Become active in chapter committees and projects
- Develop speaking and presentation skills

#### READ - Publications

- *The Office Pro* Magazine is mailed eight times a year from IAAP Headquarters
- *Bits and Bytes* is a quarterly update on IAAP Activities
- Chapters and Divisions publish regular communications on local concerns

### CERTIFIED PROFESSIONAL SECRETARY® (CPS)® CERTIFIED ADMINISTRATIVE PROFESSIONAL® (CAP)®

- The CPS/CAP designation is the industry-recognized mark of excellence
  - Certification demonstrates professional achievement and capability
  - Achieving CPS/CAP rating can provide recognition and new opportunities
  - Testing is available here at Coastal Carolina Community College twice a year
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I am interested in the following information:

- IAAP Membership
- Professional Certification
- Continuing Education
- JOL Chapter Meetings

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_