

DECEMBER

2008



IAAP

JACKSONVILLE-ONSLOW-LEJEUNE

**Chapter of the International Association
of Administrative Professionals**

Jacksonville, North Carolina

“Lighting the Pathways for Professional Growth”



WWW.IAAP-JOL.ORG





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 Jacksonville, NC 28541
 E-mail: info@iaap-jol.org
 Website: http://www.iaap-jol.org

Lighthouse News

NCD's 2005-06 Chapter Newsletter Award Winner
NCD's 2004-05 Chapter Newsletter Award Winner

"Lighting the pathways for professional growth"

Jacksonville-Onslow-Lejeune Chapter
 of the
International Association of Administrative Professionals®



**Turning Jobs
 Into Careers®**

December 2008
 Volume 6, Issue 13
 Alana Daniels, Editor

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Points of Interests

The JOL Chapter meets the second Thursday of each month, 5:30 pm -7:00 pm, Marine Federal Credit Union (MFCU), 4180 Western Blvd. Extension (rear entrance).

JOL Chapter welcomes all administrative professionals to Chapter meetings

Your input is welcome. Please send comments, suggestions, news items, and articles to: info@IAAP-JOL.org

Calendar of Events

December, 2008

11th—Navigating the IAAP Website. Presenters: Deb Forney
 Bring a donation for Christmas Cheer & an ornament for the Chinese Auction.
 29th - JOL Executive Board Mtg,

January 2009

8th - Achieving Your Certification. Presenter: Miriam Appleton, CPS
 26th - JOL Executive Board Mtg

For more meeting dates and Chapter information, visit our website: www.JOL-IAAP.org



Involvement Through Hospice Volunteering

The Onslow County Hospice program allows people with a limited life expectancy to live their life to the fullest with the support of a highly qualified healthcare team. Hospice Foundation of America is a non-profit public charity dedicated to providing leadership in the development and application of hospice and its philosophy of care for terminally ill people.

Kelly Korney, Volunteer Coordinator with the Onslow County Home Health & Hospice was the guest speaker for the November JOL meeting. She demonstrated how organizations such as Hospice are always seeking involvement from members and organizations within of the community to do administrative work in the office, assist with fundraising activities, teach bereavement support classes or read to patients, listen and be there for them. Volunteering in hospice is a special gift of unselfish service volunteers give to people in need and to the community. For more information please call 577-6660.

Join Us

December JOL Meeting
 Navigating the IAAP Website Presentation
 & Ornament Exchange



December 11th
 5:30 Networking
 5:45 Meeting

Bring a wrapped ornament (\$5) & a donation to Christmas Cheer. Come and enjoy the special event.

"A Blast from the Past"

First JOL Officers
 2004-2005 (R to L)

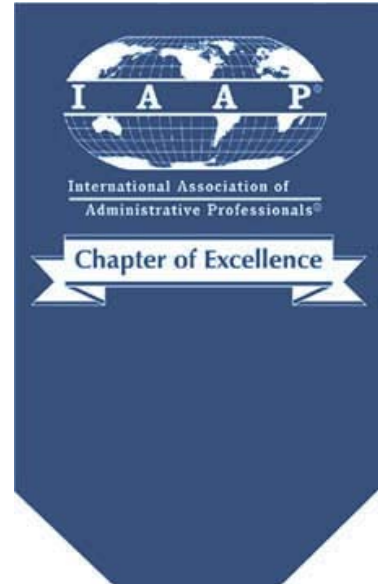
Norma Bain, President
 Sholante Gordon, President Elect
 Sabrina Berry, Secretary
 Tina Glover, Treasurer



Excellence in Action

The International President's theme for this year is "Excellence in Action" and the IAAP international Board has debuted new "Pathways to Excellence" programs for Divisions, Chapters and Members. You can find more information at <http://www.iaap-hq.org/pathwaystoexcellence/> but I want to share the Chapter and Member levels with you. The **Chapter of Excellence** designation will be granted once the Chapter has attained a minimum of 14 of the following 19 criteria:

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Sign the online Chapter of Excellence Commitment agreement
4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by September 1 and establish a marketing plan to encourage members to attend chapter, division, and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/ co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
15. Conduct at least one IMPACT meeting
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey. Winning chapters will receive a Chapter of Excellence podium banner (first year), banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

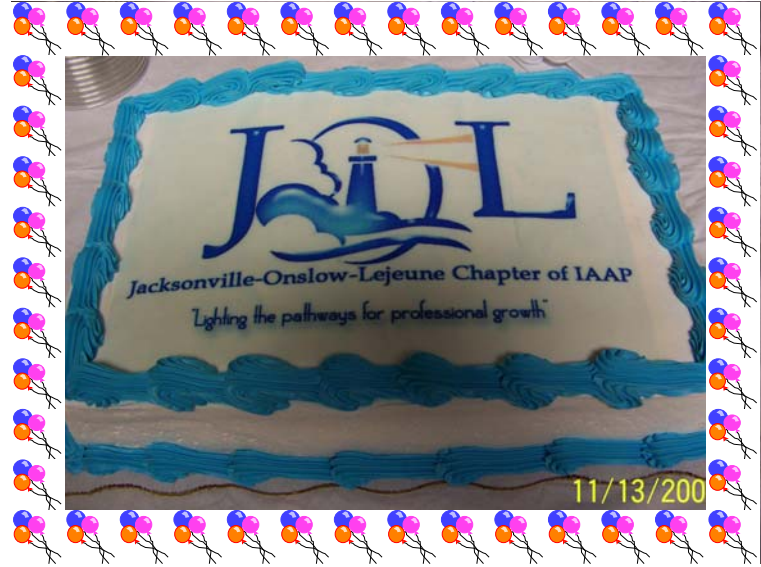


Continued on Page 4

The **Member of Excellence** designation will be granted once the member has attained a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

Winning members will receive a Member of Excellence certificate (first four years), Pathways to Excellence certificate cover and Member of Excellence pin (the fifth year). All criteria will be submitted through an online process for both programs. I urge you to become a **Member of Excellence** and assist the Chapter in becoming a **Chapter of Excellence!!!**



Celebrating our 4th Anniversary!!

December/January Birthdays/Anniversaries

Birthdays

Norma Bain - 12/4
Debbie Earley - 12/6
Jennifer Hoopes - 1/6
Amy O'Rourke - 1/28



Anniversaries:

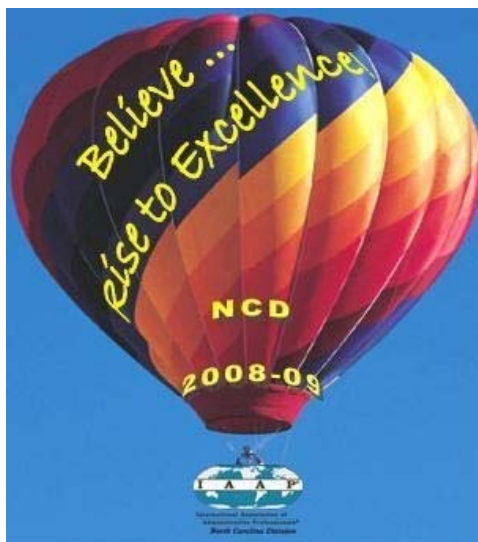
Deb Forney - 12/1973
Jennifer Hoopes - 12/95
Amy O'Rourke - 1/05



News from Our NCD President

Dear Chapter Members,

There is some great news to share with you, as well as one item that is not so great. Teresa Worthy CPS/CAP found that teaching twice a week at Gaston College, attending classes in Winston-Salem twice a week while she is pursuing her doctorate (CONGRATULATIONS TERESA!!!) and writing the protocol for a new program at Gaston College left her no time to give attention to the duties of Education/Certification Director. Therefore, she has resigned and we are very sad to lose her as a fellow member of the 2008-09 Board of Directors. The Board of Directors and I asked Lisa Hale CAP, member of the Land of the Sky Chapter, to step into the position and complete this IAAP year as your Education and Certification Director. We are pleased to announce that she accepted and I hope you will join us in welcoming her. Please feel free to contact her at lisahalecap@yahoo.com if she can assist you with your Education and Certification needs.



We are so very pleased with the two “Rise to the Challenge” meetings we had this fall. As you are all aware, our first meeting was in Goldsboro on October 18th, where we had 36 registered attendees, and the second one was in Morganton on November 15th, where we had 42 registered attendees. We had great speakers at both meetings and received 2.5 recertification points at each one. I would like to thank the Board for their support and hard work in making these meetings a success and your support in getting the word to your membership and for attending the meeting in your area.

I would also like to remind each of you that you, as well as any other NCD members, are welcome to attend YOUR Board of Directors meetings. You will not be able to vote, but you will be able to ask questions after being properly recognized. This is not a secret society and as far as I am concerned, there are no secrets being kept by your Board. The only requirement is that you let me know enough in advance so that there will be sufficient seating in the meeting room to comfortably accommodate you.

We are looking forward to seeing everyone at the Leadership and Education Forum in February. President-Elect Kiziah will be getting information out very shortly, so watch for it and share the date with your Chapter members. She has a really fantastic meeting planned for us and you won't want to miss it.

Remember, we are your Board of Directors and we invite you to “Believe...Rise to Excellence” with us in 2008-09.

Dianne M. Hughes CPS/CAP
2008-09 NCD President

Officers 2008 - 2009



President

Donna West
Onslow County Health Department

Vice-President

Janet Tucker
Marine Federal Credit Union

Treasurer

Karen Beblo
Marine Federal Credit Union

Secretary

Melinda Ward
City of Jacksonville

Committee Chairpersons

By-Laws & Standing Rules

Norma Bain, CPS/CAP
Jones-Onslow Electric Membership Corporation

CPS®/CAP® Service and Education

Miriam Appleton CPS
Campbell University

Media/Newsletter/Website

Alana Daniels
Creative Resources, The Virtual Admin Office, LLC

Membership Committee

Debra Forney
City of Jacksonville

Ways and Means Committee

Janet Tucker
Marine Federal Credit Union



Meets **Second Thursday** Each Month
Marine Federal Credit Union
4180 Western Blvd., Extension (*Rear Entrance*)
Jacksonville, NC

5:30 pm – 5:45 pm (networking)
5:45 pm – 7:00 pm (education/Chapter business)

Benefits of attending include

- Tips and techniques to apply immediately
- Increased credibility
- Get an edge on others
- Stay on top of your profession
- Become visible to others
- Networking with other administrative professionals in our area

What you will learn

- How membership in IAAP® can enhance your career
- How others in your profession deal with work stresses
- Resources to assist in continuing education
- What CPS and CAP stand for and what attaining this distinction can do for you
- Future activities to develop and sustain the JOL Chapter
- How to join this professional organization

Who may attend

All administrative staff including:

- Administrative Assistants
- Customer Service Representatives
- Technical Support Personnel
- Financial Systems Support Staff
- Business Educators and Students
- Data Entry Specialists
- A newly relocated member
- A member at large
- Anyone who just wants to know what the association is all about

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at membership@iaap-jol.org or call (910) 938-5221. A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.



International Association of
Administrative Professionals®

www.iaap-hq.org
www.iaap-nc.org
www.iaap-jol.org

Certify Your Credibility

Future CPS®/CAP® Exam

| <u>Exam Dates</u> | <u>Application Deadline</u> |
|-------------------|-----------------------------|
| 5/1-2/09 | 02/15/09 |
| 11/6-7/09 | 08/15/09 |

Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.