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Lighthouse News

"Lighting the pathways for professional growth"

Jacksonville-Onslow-Lejeune Chapter

of the
International Association of Administrative Professionals®



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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

February 2009

**23rd - JOL Executive Board Mtg,
27th & 28th - NCD Leadership and Education Forum - Hickory, NC**

March 2009

**12th - JOL Chapter Meeting
"What employers look for in the Administrative Field"**

**Presenter: Janelle Galloway,
Human Resources, MFCU**

**26th - JOL Executive Board Mtg
1-2PM - Pizza Hut, Western Blvd**

*For more meeting dates and Chapter information, visit our website:
www.iaap-jol.org*

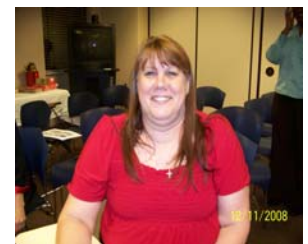


Why Certification

Miriam Appleton CPS, Administrative Assistant, Campbell University and JOL Chapter Member, was the January presenter. Her program on "Why Certification" explained the benefits of achieving the Certified Professional Secretary® rating (CPS®) or Certified Administrative Professional® rating (CAP®). Professional certification show employers, clients and associates that you are committed as a professional. Certification also provides career enhancement opportunities such as job advancement, professional skills, salary increase, self esteem, college credit, and certification conference opportunities. The exams are administered twice a year: May (registration deadline February) and November (August deadline). CCC is a testing site right here in Jacksonville. (Continued on Page 3 "Certification")



Member Spotlight



Tammela (Tammy) Davis

Tammy Davis is one of our newest members of JOL.. She discovered IAAP during the 2006 Administrative Professional Breakfast and at the 2007 breakfast a friend invited her to a JOL Chapter meeting that she attended and saw the benefits of belonging to such an organization. She was born in Phoenix, Arizona and grew up in Show Low, Arizona. The military brought her to Jacksonville and is currently working with the Semper Fit, Sports Branch, MCCS as a Sports Specialist working with a variety of sporting events and managing the Goettge Memorial Field House. She has worked for MCCS for 16 years and is honored to work among the brave men and women who work so diligently to protect our country and risk their lives doing it. In September 2007 has was honored to receive the Armed Forces Service Award. Tammy is the proud mom of two boys: John Davis, 27, a Southwest graduate, attaining his Masters Degree from NC State, and Brian Davis, 17 who is a senior at Swansboro. We welcome Tammy to the JOL Chapter and look forward to assisting her in achieving her professional goals.

SAVE THE DATE

Tuesday, April 28, 2009

11:30 AM

6TH Annual
Administrative Professionals' Celebration
Awards "Luncheon"

Speaker: Iwana Guess Ridgill, Ph.D.

Take this Job and Love It



Presented by

Jacksonville-Onslow Chamber of Commerce
Coastal Carolina Community College
JOL Chapter of IAAP
Marine Corps Community Services

ADMINISTRATIVE PROFESSIONALS WEEK® 2009 SPECIAL COMMEMORATIVE PIN

Administrative Professional week (April 19-25) will be here before we know it! If you are interested in ordering a special pin to wear that week to promote IAAP and to show you are proud to be Administrative Professional. Instead of everyone placing individual orders, the Chapter will place an order to save on shipping costs. The cost per pin is \$5.00. The order will be placed February 27th.



Keep Your Admin Skills in Shape

Where to Get Them

Successful administrative professionals don't stay on top by accident; they work at it by constantly improving their skills.

"You must take classes and continue training, because software programs and other things are constantly changing," says Cynthia Lively, past president of the International Association of Administrative Professionals (IAAP). Lively, who has 36 years of admin experience, is also the administrative assistant to the headmaster at the Eaglebrook School in Deerfield, Massachusetts.

Where do you find training programs? Start close to home. "Community colleges are more attuned to what skills employers need in your area," says Lively. "The offerings are usually vast, from [Microsoft] Access classes to how to create Web pages." Community college courses can also be inexpensive, she notes. Self-learners can follow Lively's lead.

Two years ago, she took a six week online advanced computer course offered through a community college. "I was busy. I wanted to do things at my own convenience and didn't want to have to go back out at night to attend a class," she says. Assignments that she received on Wednesdays and Fridays had to be finished by the following Wednesday. The assignment directions were 16 to 20 pages. "That may

sound long, but compare reading those pages to sitting in a classroom for three hours a week, and it puts things into perspective," Lively says.

While Lively was comfortable taking an online course through a college, others are wary of what they may be paying for. To ease those worries, the American Society for Training and Development offers the E-learning Courseware Certification Program, which provides data on the quality of Web-based courses.

Other alternatives include computer-training companies and "soft study materials such as the *Dummies* [series of] books," says Rick Stroud, communications manager for the IAAP.

And don't overlook the obvious: "Software packages you buy come with tutorials. That's great if you're more of a selflearner, because the tutorials can walk you right through the lessons," Stroud says.

Stroud also suggests that administrative workers check out Microsoft Office Specialist (MOS) information. "Since some 98 percent of business offices use Microsoft Office products, we encourage MOS certification for administrative staff," he says. Stick with reputable, well-known organizations or educational institutions. "Research, ask for references, talk to people who've taken courses at the company," says Stroud. "As a general rule, find some-

one who has been in business for a while." Prices for classes can jump all over the place. "But remember: Any money spent on training is an investment," he says. "The new skills will allow you to make a higher salary." Unfortunately not all employers realize the huge payoff for a small investment in its admins. You may have to make that investment in yourself. The IAAP recognizes that there are many avenues to take when trying to obtain training. The IAAP suggests that admins:

- Attend community college classes, or classes offered at business, vocational or technical schools.
- Talk to HR directors to find out what training opportunities are offered through your company.
- Subscribe to professional publications and personal computer magazines. Find self-tutorial programs. As training vehicles, self-tutorials are extremely attractive, especially for learning software.

Join continuing-education mailing lists from local schools. Also check your newspaper for computer and other classes offered locally.



News from Our NCD President

I was reading my incoming President's speech recently and could not believe that half of this IAAP year has passed. One quote in that speech was "Leadership is indeed hard work" and your Board of Directors has proven that to be true this year. But man have we had fun doing it!!!!

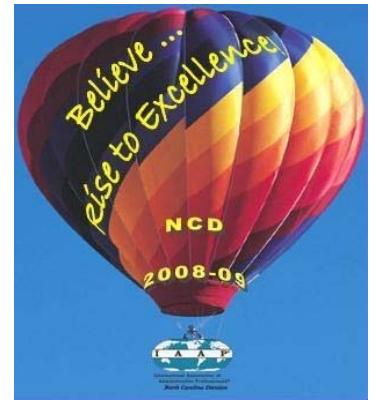
I'd like to give you a brief recap of the first six months of the 2008-09 IAAP year.

After Annual meeting, where many of you saw me in a wheel chair, I declined the surgery all the doctors were recommending, and tried acupuncture instead. That was one of the best decisions I've ever made. After the first two-hour treatment, I was able to walk without my walker or the use of the wheel chair. I will always be grateful to the MRI technician who recommended we try acupuncture before we did the surgery. As she so succinctly put it "You can always have surgery". Becoming mobile again allowed me to get back to work after being off three months and allowed me to resume a normal life. After missing three months work, I was not able to take off in July to attend International in New Orleans, but our Division was most ably represented by your President-Elect Shirley Kiziah CPS/CAP.

We had a wonderful "Rise To The Challenge" meeting in Goldsboro in October. There were 36 attendees who enjoyed a free continental breakfast, two great speakers, a job fair and a Dutch treat lunch. And.....we received 2.5 recertification points for all this fun! The Board of Directors traveled to Morganton in November where we had our second "Rise To The Challenge" meeting with about 50 attendees. The ladies of Amherst Baptist Church provided a spectacular spaghetti lunch, complete with salad, a dessert bar and iced tea, all for \$7 per person. Again, we received 2.5 recertification points. We also conducted the Second Quarter Board of Directors meeting on Friday night before the BOD enjoyed a holiday gathering. After the meeting on Saturday, we 'posed' for our holiday picture that was included as a Holiday Greeting in the December newsletter. All of this was done at the expense of each BOD member and not at the expense of the Division membership. Serving you in October and November at the "Rise To The Challenge" meetings was our pleasure.

There was not a lot of IAAP work going on during December. That does not mean, however, that your Board members forgot about our responsibilities to the Division. Secretary Stotesbury produced a great newsletter and President-Elect Kiziah finalized plans for the Leadership and Education Forum. The rest of us kept up with the necessary paperwork and it was my pleasure to sign two M-10 forms requesting the privilege of chartering new chapters in North Carolina. One is the Moore County Government Chapter and the other

Six Month Report



is The Pantry Corporate Chapter. We have our fingers crossed that both these will charter before the end of May. We also have another new chapter in the wings and that is the Center City Chapter here in Charlotte. This chapter has been in the works for a couple of years, and at this time, lacks only 2 members to have the 15 paid members necessary to charter. There is a lot of interest in the New Bern area for a new chapter as well and I know that one will come to fruition, if not this IAAP year, then next. There are so many wonderful people in North Carolina and the North Carolina Division is filled with the best of the best. We have no choice but to grow.

I would like to remind you about the recruitment incentive I initiated at Annual Meeting. My challenge was for each one to bring one. Do you have any idea how many members we would have if that happened? That would begin a never ending snowball effect and we would always be installing new members and chartering new chapters. Hey, I'm all for that!!!! Do you remember that I offered \$250 cash to the member who personally sponsored the most new members over 5? Our Membership Director, Deb Forney, is tracking this for me. Be sure you always put your name on the new member paperwork so you get credit. Wonder who will walk away from Charlotte on Saturday night, June 6th with two brand new \$100 bills and one brand new \$50 bill in their pocket? It could be you so don't give up now. I know you know five people who can benefit from becoming a member of IAAP and your Chapter.

Stay focused, and I know that is really difficult right now because of the economic situation facing our country. However, those of us who keep our skills honed and stay in front of the pack will always come out way ahead of those who do not take care of business. You can not grow if you do not continue to learn and what better place to learn than through your IAAP meetings.

Thank you for the privilege of serving you through the first six months of this IAAP year and I look forward to seeing each of you in Hickory as we continue to "**Believe...Rise to Excellence**" in 2009.



Officers 2008 - 2009

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Membership Committee
 Debra Forney
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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.



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.