

## About Us

With more than 150 members, the Toronto Chapter (one of 15 in Ontario), is the largest chapter in Canada. We offer monthly meetings, various seminars and a yearly education conference. We have a mentor program, a recognition program and social networking opportunities.

IAAP Toronto chapter is connected to the IAAP Internet Community, allowing members to network and connect with their peers across the country and around the world.

We have introduced Toronto Chapter Business Cards to encourage networking because we believe that IAAP should be a place for connecting, in the chapter and in the business community. We offer monthly programs on current, relevant topics of interest and we encourage our members to attain their CPS/CAP certification by hosting study groups. In addition, members can participate in local, district, national and international education seminars and conferences hosted by IAAP.

Join us at a monthly meeting – bring a friend or colleague (all are welcome). Come out and see who we are and how membership in your professional association can help your career.

### Come to a meeting !

We meet the first Wednesday of each month at the University Club, 380 University Avenue, Toronto – 5:30pm to 8:00pm

Register online at  
registration iaap.toronto@rogers.com

## Certification

In today's ever-changing business environment, you need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go. IAAP offers the Certified Professional Secretary® (CPS®) rating and the Certificate Administrative Professional® (CAP®) rating. Exams are offered twice a year, in May and November.



The Toronto Chapter hosts a study group to assist those members planning on writing their exams.

## Membership and Fees

Membership is effective for one year from the enrolment date.

**Professional Member:** a currently employed (or within the last two years) administrative professional, a holder of the CPS® rating, or an employed teacher of business education

**Student Member:** a student in a business education program (maximum of four years)

**Associate Member:** an individual, firm or educational institution that supports the objectives of IAAP

<b>Professional:</b>	<b>US \$128.00 *</b>
<b>Student:</b>	<b>US \$ 49.00</b>
<b>Associate:</b>	<b>US \$170.00 *</b>

(plus a one-time administration fee of US\$15.00 upon initiation)

## 2009–2010 Program Schedule

- Jul 8 **Brainstorming Session** (set program for 2009 – 2010)
- Aug 5 **Reinventing Yourself: A Career Management Approach**, with Gina Cajucom, Insight Coaching & Consulting
- Sep 2 **Has Anyone Seen My Compass Lately?**, with Sharon Bar-David, Training, Keynotes, Coaching
- Oct 7 **The Communication Connection – Getting it Right**, with Claier Sookman, President, Virtual Team Builders
- Nov 4 **Technology – Future Trends (web collaboration)**, with Erin Roberts, Partner, Zzeem
- Dec 2 **Public Speaking – How To's**, with Adrian Davis, Canadian Association of Professional Speakers (CAPS); President & CEO, Whetstone Inc.
- Jan 13 **Panel – “Strategies for Success”**, with Lisa Trudel, OWCC; Kim Moss, Moss McCabe; Anne Sowden, Here's Looking at You
- Feb 3 **Kicking Down Diversity Barriers**, with Clint Cora, Speaker, Author & Karate World Champion
- Mar 3 **The Future of the Executive / Administrative Assistant Role**, with Melissa King, Certified Microsoft Expert, Microsoft Master Instructor, IN Training Solutions Inc.
- Apr 7 **Top 25 English Language Mistakes**, with Ulla de Sticker, de Sticker Associates
- May 5 **Annual General & Installation of Board of Directors**
- Jun 3 **Business Writing**, tba



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## Benefits of Membership

The International Association of Administrative Professionals (IAAP) is your professional association. IAAP provides Administrative Professionals with opportunities for professional development and personal growth – everything from public speaking to project management, strategic planning to event planning.

Most professionals agree, membership in a professional association can benefit you in many ways. This is where you can pursue professional development, skills upgrading and network with your peers, providing you with that all important “edge”. Members gain leadership experience through participation in chapter activities and access to a variety of personal and professional development resources. Chapter members receive several IAAP publications including *Office Pro* magazine, the Ontario Division newsletter *Professionally Yours* and the Toronto Chapter newsletter *Toronto Network*.

IAAP members are well prepared, well informed, front-line ambassadors for their employers and having knowledgeable professionals on staff reflects well on the image of any company. Members learn to work in partnership with their executives, becoming effective team members who are able and willing to step up. Our education programs promote excellence and lifelong learning, providing Administrative Professionals with tools they need to fulfill their potential and advance their careers.

## Board of Directors 2009/10

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*Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development*

