



**International Association of  
Administrative Professionals™**

*ACTION>DIRECTION*

*Action>Direction* is prepared and distributed to help inform IAAP members of recent International Board actions and activities. Look for other pertinent information in future issues of *IAAP Connections* and [www.iaap-hq.org](http://www.iaap-hq.org).

### **News from your International Board of Directors**

The Spring Board of Directors (Board) meeting was held at the Gaylord Opryland Hotel in Nashville, Tennessee on March 6-8, 2009. In addition, Board conference calls were held December 8, 2008, January 12, 2009, and February 16, 2009.

- The Board held a one-day Strategic Planning session focusing on redesigning the International Convention and Education Forum; reviewing the Pathways to Excellence recognition program; discussing the purpose of the Research & Educational Foundation and its alignment with IAAP and the Retirement Trust Foundation; and reviewing and assessing the strategic Project Plan: Turn IAAP into a Remarkable Association by 2010.
- The Board approved renaming the International Convention and Education Forum to the IAAP International Education Forum and Annual Meeting (EFAM) effective with the 2009 Meeting. The Board also approved changes to the meeting agenda for this event, with additional changes being considered for the future. This will allow the business session portion of the Annual Meeting to be condensed and allow more time for educational sessions.
- President Horton appointed a subcommittee to continue review of the EFAM, carry on the process of streamlining the agenda and make it a more effective educational event for the attendees. Subcommittee members are Northwest District Director Valerie King CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Inge Hafkemeyer CMM, IAAP Meetings Manager, and Susan Fenner, PhD, Education and Professional Development Manager.
- The Board approved the new IAAP Mission Statement: “Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”
- The Board reviewed and approved a revised IAAP Fundraising and Communication Policy. The Policy will appear under General Policies, #10. It states that IAAP Chapters and Divisions shall only solicit donations for fundraising activities within their respective units to

ensure that members' contact information remain private. See the full policy at [http://www.iaap-hq.org/MPDocs/POLICY\\_MANUAL.pdf](http://www.iaap-hq.org/MPDocs/POLICY_MANUAL.pdf)

- The Board reviewed and approved revised Position Descriptions for the Board of Directors. These revisions are done on a regular basis to ensure Board members know the scope of the tasks that have been assigned to their position. [http://www.iaap-hq.org/MPDocs/International\\_Board\\_Position\\_Descriptions.pdf](http://www.iaap-hq.org/MPDocs/International_Board_Position_Descriptions.pdf)
- The Board reviewed and approved the Definition of Misconduct document requested by the membership at the International Convention and Education Forum in New Orleans, Louisiana, July 2008. <http://www.iaap-hq.org/eblast/misconductcommunication.pdf>
- The Board reviewed and approved the Pathways to Excellence Audit Procedures. These audit procedures will be used by the District Directors in auditing member, chapter and division submissions for the recognition program. The first audits will occur in September 2009.
- The Board reviewed and approved changes to the CPS and CAP recertification categories, effective January 1, 2009. The major change to the categories was the Education/Experience category was split into two categories; Education up to 90 hours, with a minimum 30 hours required; Experience up to 30 points maximum. The other two categories (Leadership and Elective) were unchanged at 30 points maximum each.
- President Horton appointed a subcommittee to review the mission, programs and services of the Research & Educational Foundation (R&E). The R&E Subcommittee members are Vice President Mary Ramsay-Drow CPS/CAP, Northeast District Director Judie Yannarelli CPS/CAP and Rick Brennan, IAAP Corporate Relations Manager.
- The Board reviewed and approved Corporate Relations Guidelines for IAAP. The guidelines will provide consistency and assist in the decision-making process of those the Association partners with. These guidelines also provide parameters that outline how the Association's business partners can position the trademark and brand of IAAP in their internal and external marketing efforts. [http://www.iaap-hq.org/MPDocs/Corporate\\_Relations\\_Guidelines.pdf](http://www.iaap-hq.org/MPDocs/Corporate_Relations_Guidelines.pdf)
- The Board approved Second Harvest as the charity for the 2009 banquet table fundraiser at the EFAM in Minneapolis, Minnesota. The IAAP website for member sign-up will be online in mid-April.
- The Board approved the site of the 2011 Professional Education Conference. It will be held in Tampa, Florida.
- The Board approved the site for the 2011 Certification Conference. It will be held in San Diego, California.
- Elaine Harrison CPS/CAP of the Big D Chapter was appointed Coordinator and Jacquelyn Hudgins CPS/CAP of the North Tarrant Bluebonnet Chapter was appointed Co-Coordinator of the 2012 IAAP Education Forum and Annual Meeting to be held July 22-25, 2012 at the Gaylord Texan Resort, Grapevine, Texas.

- The Board reviewed and approved a new policy requiring all new chapters formed after July 1, 2009 to participate in the direct deposit program for their financial transactions with IAAP Headquarters. The program is not yet available in Canada.
- The Board of Directors approved Jeff Neurauter as Parliamentarian for the 2009-2010 IAAP fiscal year.
- The Board reviewed and approved a new protocol for Board members, IAAP staff and other volunteers working on Subcommittees, Action Teams or Think Tanks to ensure successful work groups.
- The Board reviewed and approved a revised e-mail contact policy. The revised Policy 5 under Legal/Insurance/Copyright Lists allows for vendors and exhibitors at IAAP International Conferences to have attendee e-mail addresses. Attendees will have the opportunity to opt-out of receiving e-mails from these vendors and exhibitors. See the full policy at: [http://www.iaap-hq.org/MPDocs/POLICY\\_MANUAL.pdf](http://www.iaap-hq.org/MPDocs/POLICY_MANUAL.pdf)
- The Board reviewed and approved a new Standards of Integrity Statement replacing the former IAAP Code of Ethics. This document will be posted on the IAAP website and incorporated into the IAAP Board Orientation Manual. [http://www.iaap-hq.org/MPDocs/STANDARDS\\_OF\\_INTEGRITY.pdf](http://www.iaap-hq.org/MPDocs/STANDARDS_OF_INTEGRITY.pdf)
- The Board approved the 2009-2010 International Bylaws and Standing Rules Committee Appointments and the Committee on Nominations appointments.
- The Board approved the 2009-2010 International Theme and Logo: Power of Commitment.

#### UPCOMING EVENTS:

- Award for Excellence nominations are due to headquarters by April 1.
- The Incoming Division Presidents Conference will be held in Kansas City, Missouri, April 17-18, 2009.
- IAAP and SkillSoft will partner again in 2009 to present the 22<sup>nd</sup> Annual Administrative Professionals Briefing to be held Tuesday, April 21. International President Barb Horton CAP will participate at this event in Denver, Colorado. More details are available in the “Events” section of the IAAP website.
- The 2009 International Education Forum and Annual Meeting will be held July 26-29, 2009 at the Minneapolis Convention Center, Minneapolis, Minnesota. Hotel registration is open. Additional details are available in the “Events” section of the IAAP website.
- The Pre-EFAM Board Meeting will be held July 24, 2009 in Minneapolis, Minnesota.
- The Post-EFAM Board Meeting will be held July 30, 2009 in Minneapolis, Minnesota.

- The 2009 Certification Conference will be held at the Marriott Waterfront, Portland, Oregon, October 18-21, 2009. Look for additional information as it becomes available in the “Events” section of the IAAP website.
- The 2010 PEC will be held at the Grand Sierra Resort in Reno, Nevada.