

## BRAINERD CHAPTER GOALS FOR 2009-10 YEAR

- Attain the International "Chapter of Excellence" Award.
- Support all members along their pathway to obtaining the International "Member of Excellence" Award.
- Grow chapter membership by gaining three new professional members.
- Continue efforts towards reviving the Student Chapter.
- Continue to increase community awareness about the benefits of IAAP membership by presenting and/or meeting with new member prospects, area employers and organizations as well as issuing press releases.
- Learn, have fun and celebrate successes!



## BRAINERD CHAPTER MISSION

The **Brainerd Chapter mission** is to provide administrative professionals with opportunities for professional development, leadership skills, resources, networking and personal growth.

## INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

### **IAAP Mission and Core Values**

- The IAAP **mission** is enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.
- IAAP's **core values** are:

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

## DEFINITION OF "ADMINISTRATIVE PROFESSIONALS"

IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession."