



The Amarillo Chapter Newsletter



PO Box 766, Amarillo TX 79105

www.iaap-amarillo.org

March 2006

2005-2006 Officers

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Newsletter Committee

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NOMINATION AND ELECTION, AND TERM OF OFFICE

Section 1. Officers. Chapter officers shall be a President, a Vice President, a Secretary, a Treasurer, and a Director.

Section 2. Qualifications.

- A. A candidate for office shall have preferably been a Professional member or Professional-Merited member of this Chapter for at least one year prior to the time of nomination.
- B. A candidate for the office of President or Vice President shall have preferably served as an officer of this Chapter at least one full year prior to nomination.
- C. A candidate for the office of Director shall preferably be the immediate past president; however, if this person is unable to serve, the candidate shall have preferably served as an officer of this Chapter at least one full year prior to nomination.
- D. No member shall hold more than one Chapter office at a time.
- E. No member shall hold a Division office while serving as a Chapter officer, except to complete the current fiscal year.

Section 3. Nomination and Election.

- A. At least three weeks prior to the Annual Meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office, giving the qualifications of each candidate.
- B. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate provided their qualifications are given at the time of nomination and provided they have consented to the nomination. Nominations from the floor must receive two seconds.
- C. A majority vote of the members present and voting at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected viva voce (voice vote).
- D. In the event that no candidate receives a majority vote on the first ballot all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.

Section 4. Term of Office.

- A. Officers shall assume office the first day of July following their election and shall serve for a term of one year, or until their successors are elected and take office.
- B. No officer shall serve more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

Section 5. Duties. Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

(Please note that the Bylaws Committee is in the process of revising the bylaws; however, pending those changes, the above text is the current version of the bylaws.)

Eliminate the time it takes to reformat text that you paste into a document from another source, with the Paste Special feature in Word. When you're ready to paste, go to the Edit menu, click Paste Special, then choose Unformatted Text. Text comes in matching the rest of your document.

Overcome negative thinking with the 5-to-1 rule: For every obstacle you spot, jot down five ways to overcome it. Before you know it, you'll be sailing through the task.

From Administrative PROFESSIONAL, February 2006

A Note From Our President . . .



Janet Howe,
CPS/CAP
President

Dear Members,

We are quickly winding down our fiscal year and there is a lot going on right now. Plans are almost finalized for the April seminar, "Creating Excellence in Your Life". We have an interesting line-up of speakers, with a variety of topics covered. During lunch we will announce our 2006 Administrative Professional of the Year (APOTY). Applications for the award will be handed out at the March meeting or may be obtained by contacting me. All chapter members, with the exception of the last three years' recipients, are eligible for the award, so be sure to get an application and turn it in by

April 1. We hope to have the 2006 scholarship winner in attendance as well. Make your plans now to attend the seminar on April 18th.

As always, we will be giving out gift bags at the seminar, so if your company has give-away items to contribute, please bring them to the April meeting. We will stuff the bags and assemble the seminar packets after the April business meeting.

The Nominating Committee has been elected—**Chris Lyles**, Chairman, **Emily Garner** CPS/CAP and **Pam Moore**. They will begin contacting the chapter members soon in order to form a slate of candidates for the board. Please consider running for a position on the board. It *is* a rewarding experience.

The annual conventions are coming up soon. Several members are considering attending these conventions. If you are interested in attending either the T-L Division or International Conventions, please let me know. I've had the pleasure of attending both conventions and both are valuable experiences. The workshops are interesting, the business sessions—educational, the banquets—inspiring and the networking is invaluable. You get a much better sense of how special IAAP is by congregating with hundreds or thousands of fellow members. Consider attending if at all possible. **Chris Lyles** has just attended the 2006 Professional Education Conference in Las Vegas. I'm anxious to hear about *her* experience.

Respectfully,
Janet Howe CPS/CAP

Need a Theme for Your Next Meeting or Conference? Here's a Downloadable Resource

Check out this new-for-2006 "Theme Ideas Handbook," which contains more than 600 theme ideas, as well as "how to" information and worksheets. It's available for immediate download and use for *any* meeting, conference, event, or occasion. It was designed to overcome the problems and headaches of staff limitations, tight deadlines, limited budgets, and creative dry spells when it comes to creating themes. Here's a small sample of the themes you'll find:

- T.E.A.M. = Together Everyone Achieves More
- Teamwork in Action
- Brown Bag Briefing
- "Tell Someone They're Doing a Great Job" Day
- They Said It Couldn't Be Done
- Delight the Customer
- T.O.P.S. – Total Organization Promoting Service
- Treating Customers Right
- Triple Threat

To get the "Theme Ideas Handbook, visit <http://www.bizmotivation.com/themes.htm>.

Contributed by Jerry Busche, BizMotivation.com; jerry@bizmotivation.com; 904.739.3425

Turbo Charge Your Job Search

By Sue Levine, M.Ed., Career Placement Representative

It's the little things that sometimes differentiate you from your competitors when it comes to a job search. Students often wonder why they didn't receive a job offer when "I'm qualified and did a great job answering the interview questions." Job searching is not an exact science - there is not always a tangible explanation as to why you weren't offered a job, but there are some things you can do to stack the odds in your favor.

Thank You Notes While a thank you note alone will not guarantee a job offer, all things being equal it can differentiate you from another candidate. It tells the employer that you have taken extra effort to thank them for their time and that you are serious about the position. It also speaks to your character - you have demonstrated proper etiquette and social norms. Email is a perfectly fine way to get a brief thank you out to an employer in a timely manner, but follow up with a hard copy thank you letter for formality.

Be on Time for the Interview First impressions are everything! If you arrive late to an interview, even minutes, you are sending a message to the employer that you don't value time. Employers want employees who are timely, and you should set the stage for this at the interview phase. Some simple tips:

1. Map out your route and plan your commute based on the time of day, parking availability, traffic, etc.
2. Drive the route ahead of time if it is an unfamiliar local.
3. If you will be traveling during rush hour or on public transportation - allow for extra time.
4. If you don't own a cell phone - borrow one for a few hours. If you are running late you can easily call the employer.

Know Something about the Job and the Employer You don't need to know every minute detail, but you should do some research prior to the interview. Woe to the jobseeker who cannot articulate why they are interested in the position. This sends the message that you are not overly serious about the position.

Follow the directions for online applications Some employers require that you submit an online application. This is often another way to screen candidates. Did you follow the instructions? Submit everything that they asked for? Were you able to navigate the system successfully? These things can tell the employer a great deal about your comfort with technology and ability to follow specific directions. Apply online when you know you have uninterrupted time and you can pay attention to what you are doing.

Don't Wear Perfume, Cologne, or other Scented Products to the Interview While you may think that your Chanel No. 5 is the most heavenly scent on the earth that may not be true for the other people in the interview room.

Be Nice to the Receptionist and Administrative Staff The hiring manager may seek input from other staff members that are not even in the interview room. A smile, friendly demeanor, and overall professional attitude can send a positive message.

Sue Levine, M.Ed. is a Career Placement Representative at Quinsigamond Community College in Worcester, Massachusetts and has nearly ten years of experience working in Career Services. She holds a B.A. in English and American Literature from Brandeis University and a M. Ed. in Higher Education from the University of Georgia.

From *JobSeeker Weekly* (www.jobseekerweekly.com)

Let Excel Work for You

Subtotals

Excel will automatically calculate subtotals at every change of data in a key column. Be sure your columns have headings in order to make this work.

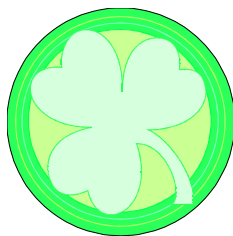
1. Sort list by key column (name, title, dept., etc.)
2. Select *Data, Subtotals*.
3. Make your selections in the dialog box.
4. Click OK.

At the top, left corner of your page (beside column header "A") you will see boxes, labeled 1, 2, 3, etc. Clicking on those numbers will show your subtotals in different formats.

Information Center

Monthly Networking & Education Session

Date: Thursday, March 9, 2006
Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:00 p.m. Business Meeting
7:30 p.m. Adjourn



Location: The Gathering Place
7312 Wallace

Program: Pam Moore, Marketing & Public Relations Coordinator
Amarillo Pathology and Physician's Preferred Laboratory
"Administrative Professionals Need to Know How to Communicate Well"

Menu: Bourbon teriyaki glazed salmon or chicken, steamed broccoli, new potatoes, salad, rolls, chocolate meringue pie or apple pie
Program and meal cost is **\$13.00**

RSVP: Please contact Emily Garner CPS/CAP, 353-7321 or mastersonmgmt@sbcglobal.net by **12 noon, TUESDAY, March 7** with your reservation for dinner or to cancel your standing reservation

On Your Calendar

April 1

Deadline to Apply for Scholarship

Deadline to Apply for APOTY Award

April 14

Deadline to Register for Seminar

April 18

Seminar

"Creating Excellence in Your Life"

April 23-29

Administrative Professionals Week

April 26

Administrative Professionals Day

May 5 & 6

CPS/CAP Exams

May 13

Mother's Day Flower Delivery Fundraiser

May 18—21

T-L Division Annual Meeting
Houston

August 7—10

International Convention
Reno, NV

Membership as of 2/28/06: 18

Grammar School

Regardless or Irregardless—one of these words does not exist.

Regardless means "without regard to", "without taking into consideration": *The strength of his [Ken Dodd's] stage presence wins you over, regardless of the gags.* (Guardian)

Irregardless does not—or at least should not—exist. But people occasionally use it in exactly the same sense as *regardless*. This non-word has probably come about through a confusion with "irrespective" and/or a desire to create a more emphatic form of *regardless*.

From *Who's Whose A No-Nonsense Guide to Easily Confused Words* by Philip Gooden

Door prizes for the next few months will be provided by:

March—Chris Lyles
April—Emily Garner CPS/CAP
May—Patsy Wells CPS/CAP
June—Janet Howe CPS/CAP
July—Pam Moore

Membership Best Practices

Submitted by Lisa Thomas

Share your copy of the monthly newsletter with a friend or co-worker, or print it and leave it in your office break room.

Keep your boss adequately informed about your participation in IAAP. Most bosses appreciate their employees' involvement in a professional organization.

Be sure your membership in IAAP is noted on your resume.

MARCH

Happy Birthday to:

19 Jeanita Skipper
20 Karen Corea CAP
26 Ruth Love

No IAAP Anniversaries

