

New York State Division Chapters

- **Brooklyn** - Brooklyn, NY
- **Buffalo** - Buffalo, NY
- **Capital District** - Albany, NY
- **Elmira-Corning** - Elmira, NY
- **Flower City** - Rochester, NY
- **Greater Bronx** - Bronx, NY
- **New York City** - Manhattan, NY
- **Queens County** - Queens, NY
- **Syracuse Chapter** – Syracuse, NY

- NY State Division Members-At-Large

Northeast District

- Greater New England Division
www.iaap-gned.org
 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Bermuda
- New Jersey Division
www.iaap-njdiv.org
- New York Division
www.iaap-newyorkdivision.org
- Pennsylvania Division
www.iaap-pennsylvania.org

New York State Division Inc. 2009-2010 Board of Directors

Bianca M. Constance
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Vice President

April G. Kelsey CAP
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Diana L. Wetmore
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Strategic Planning:
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Patricia Biggica

Certification Services:
Rose E. Morgan CPS/CAP

Membership & Chapter Development:
Linda Rolfe CPS/CAP

Newsletters:
Lil Bidas

Nominations:
Sonja Smash

Parliamentary Advisor:
Susan L. Cordier

Programs & Education:
Susan C. Bauer CPS

Retirement Trust Foundation:
Iris M. Alvarado CPS

Scholarship:
Evelyn Mielowski CPS/CAP

Student Chapters:
Marie Miles CPS/CAP

International Association of Administrative Professionals®



New York State Division Inc.

www.iaap-newyorkdivision.org

**POWER
Commitment**
New York State Division

For further information, please contact:
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Welcome to IAAP®



We want you to benefit from your association with this progressive and dedicated group of office professionals. As a result, we are providing you this brochure about the New York State Division and to have an IAAP information resource piece readily available. We're sure you will find the following information useful.

How do I fit into all of this?

Once you join a local Chapter or become a Division Member-At-Large, you are automatically part of a Division and a District, which are integral units of IAAP. The Chapter reports up and receives information down through the Division level, which sends and receives information from the District level, which in turn sends and receives information through the International level.

Who is in charge of the Division?

The Board of Directors manages the Division's operations.

The Division Board of Directors includes the President, Vice President, Secretary and Treasurer. Board Members are elected to one-year terms.

Duties of the Division Board are (briefly):

- I. Maintain communication with all Chapter Members and Division Members-At-Large within the Division between annual meetings by correspondence or telephone and, whenever possible, personal visits to Chapter meetings, presenting Chapter programs, etc.
 - The Board of Directors meets at various

times throughout the year to plan and coordinate Division business.

2. Assist the Chapters in implementing the programs, policies and projects of the International Association.
3. Serve as a clearinghouse for information and concerns between local Chapters and the International Association.
4. Report to the District Director regarding membership, educational activities, programs, promotion of goals, etc. for all Chapters within the Division.

District / Division –What's the Difference?

The International Association of Administrative Professionals is divided into six geographical areas, or districts. They are: Great Lakes, Northeast, Northwest, Southeast, Southwest and Canada.

Each District has a District Director who serves on the International Board of Directors and is selected by the membership from their respective District. The District Director is charged with the administration of all matters pertaining to the functioning of the District and Divisions within their respective Districts.

Within the Districts are the Divisions, which are small geographical units, which act as a liaison between Chapters and the International Association.

The New York State Division is the link in the chain between the Chapters and the International Association. The Division's purpose is to further the aims of the Association, assist the International Board, and to provide leadership and guidance to the Chapters and Division Members-At-Large in all phases of endeavor.

What's an Annual Meeting?

The New York State Division Annual Meeting is held yearly, usually in May or June. This is the official business meeting of the Division, and the Division President presides. Business is handled through voting Delegates (usually the Chapter President or another Chapter officer) from the Chapters in the Division and

from the Division Members-At-Large. During the New York State Division Annual Meeting, an educational seminar is also held. And, of course, there is time to make new friends, renew old friendships, network – all those things that make IAAP a great place to spend your time.

We encourage all members of the New York State Division to participate in these exciting and educational events. Guests are welcome to attend all events except the business session.

What about these other meetings?

The International Education Forum and Annual Meeting is held annually during the last week of July or the first week of August. The meetings are held in a city within one of the six Districts, and Chapters within the District bid for the honor of hosting the Convention. Business sessions are conducted in accordance with parliamentary procedure, with the membership determining policy and action through Delegates from Chapters and Divisions throughout the Association.

What does the delegate do?

Each year the Division allocates funds for the use of a Delegate who represents the Division at the International Education Forum and Annual Meeting (EFAM). This Delegate (representative) is usually the Division President.

As your representative, the Delegate attends the meetings and votes on the business presented there (such as dues increase, changes to the Bylaws, etc.) The Delegate also has an opportunity to network with the other representatives from the IAAP international community and collect new ideas to implement in the local programs.

After returning home, the Delegate prepares a written report of activities, which includes a summary of the major business items handled.