



***Be the One:
Leadership Opportunities
in the
Sacramento Chapter***

*presented by the
2012-2013 Board of Directors*

Looking for a chance to improve your leadership skills? Want an opportunity to put your organizational skills to use? Or perhaps you want to develop your speaking or communication skills. Maybe you have some great creative ideas you want to share. Or you just want to participate in a fun and friendly group activity. These and many more opportunities can be found in the Sacramento Chapter.

Come join us as the current Board of Directors, Debra Burruss, CAP-OM, Nancy J. Martin, and Sandi White, CAP-OM, presents the leadership opportunities available in the Sacramento Chapter. You will hear the Board members:

- (1) Outline the duties and responsibilities of the five officer positions.
- (2) Describe the functions of the various Standing Committees.
- (3) Share some of their growth experiences.
- (4) Answer questions you always wanted to ask.

After this session, you will know the many ways available to you to "Be The One" to grow and develop your skills and participate in leading your chapter into the future.

NEWS FLASH

- **March Chapter Meeting** – Details of the March Chapter Meeting are still pending. Flyers will be sent out once details are finalized. Watch the website, www.iaap-sac.org, for further information.
- **CALIFORNIA DIVISION'S NORTHERN CALIFORNIA PROFESSIONAL DEVELOPMENT AND NETWORKING FORUM (PDNF)** – All members are welcome to attend on February 23 in Dublin. This is a great meeting to learn more about what's happening at division and international levels, as well as network with members from other chapters.
- **Tri-Chapter Technology Event** – Sacramento, Rancho Cordova, and Greater Roseville Chapters are partnering for the Tri-Chapter Technology Power Hours, 9 am to noon, March 23, at Rancho Cordova City Hall. Details at www.adminprofessionals.net.

CURRENT MEETING

Date: February 12, 2013

Location:

Denny's Diner
7900 College Town Drive
Sacramento, CA 95826

Time:

5:30 p.m. Networking
6:00 p.m. Welcome/Dinner
6:15 p.m. Program during Dinner

Cost:

\$20.00 IAAP Members
\$16.50 Merited Members
\$24.00 Non-members
\$10.00 Program Only

RSVP:

Visit us at info@iaap-sac.org to register. Pay at the door.

FUTURE MEETINGS

March 12: Chapter Meeting
March 23: Tri-Chapter Event:
**Tri-Chapter Technology
Power Hours, 9 a.m. - Noon
Rancho Cordova City Hall**

VISITORS WELCOME

Please share this flyer with any administrative professional interested in professional development, education, & networking.

For further information, contact:

Sandi White, CAP-OM at
sandi.white@mwhglobal.com or call
(916) 606-7702

COMMUNITY SERVICE

Sacramento Chapter is participating in BOX TOPS FOR EDUCATION in support of a local school.

Please bring your box tops to any meeting, or mail to:
PO Box 161522
Sacramento CA 95816-1522