



“The Strait Facts” Prince Edward Island Chapter Newsletter May 2006

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President’s Corner

This year has certainly been a learning experience for me. I have loved being your president. It has taught me a great deal about IAAP and my limitations.

When I had first agreed to take on the role of president, my position in health had been eliminated and I thought this would be a great time to throw myself into something I love - IAAP.

I knew all through the downsizing that I had the support of our Chapter. In November when I received my new position I was estatic! What I didn’t realize was how difficult the transition and change would be.

With the new organization my role changed and expanded but I love my new position and the challenge. I learned quickly my previous position had been “very cushie”.

My department is still trying to sort roles and who will do what. I have learned new terminology, government procedures, policies, and software that apply to my position. This was all taking place while working evenings at Sears, sometimes up to 4 or 5 per week. Unfortunately my role in IAAP did take a back seat in my life, but I had a Vice President who was a true blessing, Millie MacKenzie. She needs to be thanked publically. She stood behind me through everything, meeting me at lunch, talking on the phone, and emails. She stepped up to the plate everytime I was at a meeting that was running late or provincial meetings that I was required to attend.

I am very proud of IAAP and what it offers the admin on PEI, but I am most proud of my Vice President who is an example of professionalism and friendship! Millie, thank you. I hope that as my position begins to take form and as I understand my new role that I will be able to support you half as well as you have me!

Millie Howatt
President

Administrative Professionals Workshop A Huge Success

Our Administrative Professionals Workshop was held on April 19th at the Charlottetown Hotel. There were 95 Administrative Professionals in attendance from various organizations such as the Provincial Government, Holland College, Town of Stratford, University of Prince Edward Island, and Queen's Health Region among others. We began with a luncheon and then onto our keynote speaker Mr. Lloyd Mallard who spoke about *Enhancing the Workplace Environment*. He was very informative and witty.

Later in the afternoon we broke off into three groups and had guest speakers for Career Advancement, Looking Professional, and Cancer Awareness. Each session was well attended and everyone left feeling refreshed and rejuvenated. We are already looking forward to next year.



Admin Workshop held at the
Charlottetown Hotel



Keynote Speaker – Lloyd Mallard

How would **you** like to play an active role in our PEI – IAAP Chapter next year? The following positions are key roles and duties. Check out the following positions and be prepared for our Annual Meeting on May 9th when we will be looking for your support to either take over or help out with the following jobs. It will be a great way for you to become more involved meet other people, and your help will be very much appreciated. Come on – join the fun – take a chance – get involved!

The President's Role is to:

- ♦ Be chief executive officer & official spokesperson for the Chapter.
- ♦ Perform the duties prescribed by the Bylaws and by the Parliamentary Authority adopted by IAAP.
- ♦ Subject to the approval of the Executive Committee, appoint all Standing and Special Committee Chairpersons, unless otherwise specified.
- ♦ Be a member ex-officio of all Committees, except the Nominations Committee.
- ♦ Call meetings of the Executive Committee whenever such meetings are necessary.
- ♦ Countersign cheques drawn on the Chapter Funds.
- ♦ Keep the Division President fully informed on all matters concerning the Chapter.

The President-Elect shall:

- ♦ In the absence of the President, serve as Presiding Officer of meetings of the Chapter, or of the Executive Committee.



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- ♦ In the event of a vacancy in the office of President, succeed to the Office for the unexpired term and shall continue in the office of the President for the following year.
- ♦ Countersign cheques in the absence of either the President or the Treasurer.
- ♦ Perform such other duties as may be assigned by the Executive Committee.

The Secretary shall:

- ♦ Be responsible for the minutes of all Chapter and Executive Committee Meetings.
- ♦ Give written notice of the Annual and Special meetings as required in Article VI.
- ♦ Have custody of the Chapter Charter and other official documents.
- ♦ Circulate the minutes of regular meetings to all members prior to the next regular meeting.
- ♦ Perform such other duties as may be assigned by the Executive Committee.

The Treasurer shall:

- ♦ Be responsible for all funds of the Chapter and for the records of its financial affairs.
- ♦ Keep the books on a current basis, make a monthly report to the Chapter, prepare with the Executive Committee a proposed budget for the

year, prepare a detailed interim financial report for presentation at the Annual Meeting, and complete a financial report for the fiscal year. Within 30 days following the close of the fiscal year, deliver the books and records of the office to the person or persons appointed by the Executive Committee to perform the yearly audit.

- ♦ Cheques shall be signed by the Treasurer and countersigned by the President or in the absence of the President by the President-Elect.
- ♦ Perform such other duties as may be assigned by the Executive Committee.

The Past-President shall:

- ♦ Under the direction of the Executive Committee be ready to assist in all matters.

The Bylaws and Standing Rules Committee

- ♦ Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
- ♦ May propose amendments and resolutions.
- ♦ Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit these together with the Committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.
- ♦ Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto the Division Bylaws and Standing Rules Committee for approval as amended, or at least every four years.
- ♦ Shall assist the Executive Committee in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules and Resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.
- ♦ Shall provide through the Membership Committee each new member with an up-to-date copy of the Chapter, Division & International Bylaws and Standing Rules.



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The Nominations Committee

- ♦ Shall ensure Members are fully aware of qualifications and responsibilities of each Chapter Office.
- ♦ Shall submit to the members a slate of one or more candidates for each of the Chapter Offices at least thirty days before the Annual Meeting.

The Program / Education Committee

- ♦ Shall plan and schedule speakers and/or entertainment for the monthly meetings, and plan the annual educational workshop and the annual retreat.
- ♦ Shall stimulate and encourage interest in CPS Program.
- ♦ Shall stimulate and encourage interest in other related educational Programs.

The Membership Committee

- ♦ Shall direct all activities of the Chapter with respect to promotion and maintenance of membership.
- ♦ Shall prepare and updated roster of Chapter Members in early fall and

again in winter, and distribute to membership.

- ♦ Shall maintain a list of prospective members, and invite them to attend PEI Chapter Meetings.
- ♦ Shall present to each new member a copy of the Chapter, Division & International Bylaws & Standing Rules as provided by the Chairperson of the Chapter By-Laws & Standing Rules Committee.

The Newsletter/Cards Committee

- ♦ Shall compile a list of the members' birthday send out cards each month.
- ♦ Shall prepare cards and letters that relate to personal/memorable occasions i.e., births, deaths, marriages and recognition of special achievements.
- ♦ Shall prepare and distribute the Chapter newsletter on a regular basis.

The Fundraising & Publicity Committee

- ♦ Shall publicize the activities of the Chapter through communications with the media.
- ♦ Responsible for all aspects of fundraising initiatives as approved by the Executive Committee.

Check it out –

The following website may be of interest to you. Although it is a US site it has lots of useful tips etc. The URL is

<http://us.deskdemon.com/pages/us/indexus>

Submitted by:
Michelle McKearney
IAAP Member

Don't Forget...

June Retreat

- ♦ Mark your calendars for our June Retreat to be held on Saturday, June 3rd. More details with location and time to follow soon.

Canadian Divisions Conference

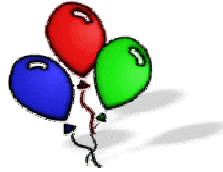
- ♦ Canadian Divisions Conference "CAP it all in the Capital" will be held from May 18 – 20. Millie MacKenzie (VP), Edith Cardy and Dianne MacLean will be attending the conference this year. Have fun girls and we look forward to finding out about the conference at our June retreat.

Congratulations to

Janet Prentice, Pauline MacPherson, Millie Howatt, Edith Cardy, and Millie MacKenzie for writing their CPS exams. We look forward to getting an update from you.

Thank you

To Gale Taylor for chairing our Nominations Committee this year. A job well done!



Birthday wishes are sent out to:

- ♦ Heather Russell (May 5)
- ♦ Donna MacLean (May 6)
- ♦ Mary McAskill (June 3)
- ♦ June Harper (June 13)
- ♦ Sandra McDonald (June 24)
- ♦ Dianne MacLean (July 26)
- ♦ Sharon Martin (August 14)
- ♦ Edith Cardy (August 24)

I would like to take this opportunity to thank everyone who contributed to the Newsletter over the past year. Your contributions were much appreciated. I have enjoyed the experience and challenge each month of getting the Newsletter out to our members on time. I look forward to new challenges next year as part of another IAAP committee.

Best wishes for a fun and relaxing summer.

Sandra McDonald, Chair
Cards & Newsletter Committee

