

ILLINOIS DIVISION CHAPTER INFORMATION

The Illinois Division has 21 chapters serving the following areas/locations:

- Abraham Lincoln – Springfield
- Alton – Alton
- Champaign-Urbana – Champaign-Urbana
- Chicago Lake Shore – Chicago
- Decatur Chapter – Decatur
- Edelman PR Corporate – Chicago Edelman employees
- Elgin – Elgin
- Golden Corridor – Schaumburg
- Greater Lakes – Lake County
- Greater O'Hare – Schiller Park
- Hononegah – Rockford
- Illinois SWCD Corporate – SWCD Employees
- Kishwaukee – DeKalb
- Lake County – Lake County
- Marquette – Peoria
- Northwest Suburban – Northbrook
- PepsiCo Corporate Chapter – PepsiCo Employees
- Rock River – Moline, Silvis, Rock Island
- Skokie Valley – Skokie
- Tri-County – Peoria
- Two Rivers – Naperville, Lisle, Wheaton

We have two student chapters also:

- Blackhawk College
- Fox College

THE GREAT LAKES DISTRICT:

- Illinois
- Indiana
- Michigan
- Ohio
- Wisconsin

Sam Gill – Great Lakes District Director 2006-07

ARE THERE OTHER EDUCATIONAL MEETINGS THAT I CAN ATTEND?

The International Convention and Education Forum is held annually during the last week of July or the first week of August, in a location within one of the districts. Delegate members from chapters and divisions throughout the Association attend the daily business sessions in strict accordance with parliamentary procedure and determine policy and action by voting. The convention has 2½ days of educational sessions where CEUs and recertification points are awarded.

The Professional Educational Conference (PEC) is held yearly, it is an intensive 2½-day seminar, where CEUs and recertification points are awarded upon completion.

2006-2007 ILLINOIS DIVISION PRESIDENT

JoEllen Pickett CPS
725 Bismark Court
Elk Grove Village, IL 60007
847.891.7028 (home)
847.435.3377 (work)
joellen.pickett@motorola.com



Welcome to the International Association of Administrative Professionals®



IAAP®
ILLINOIS DIVISION

www.iaap-illinois.org
www.iaap-hq.org

The IAAP mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

WELCOME TO IAAP®

Welcome to the Illinois Division of the International Association of Administrative Professionals! We hope that you will enjoy your association with this dedicated group of over 800 career-minded administrative professionals that started in 1949.

We thought it would be helpful to provide you with some information about the Illinois Division and what it means to you. Once you join a local chapter or become a Division Member-at-Large (DMAL), you *automatically* became part of the Illinois Division and the Great Lakes District.

Your chapter, the Illinois Division and the Great Lakes District are all integral parts of IAAP. As members of the same team – there are four different levels: the [chapter](#) level reports up and receives information down from the [division](#) level, that sends to and receives information from the [district](#) level, which in turns sends to and receives information from the [international](#) level. We are all much like the interlocking pieces of a puzzle – if we overlook a piece, the puzzle will be incomplete. Each level is a valuable resource for you as a member. The Illinois Division Board strongly encourages you to call upon your chapter and division resources with any IAAP-related questions that you may have.

CHECK DIVISION WEB SITE: WWW.IAAP-ILLINOIS.ORG

You'll find information about the Illinois Division, IAAP membership, CPS and CAP certification and the examinations, the Illinois Division chapter roster with meeting dates/times, and program and event lists.

There is a link to our Illinois Division Newsletter ([IDM](#)), educational resources, and our discussion list (i.e., "Membership Ideas," "Leadership Tips," "Chapter Program Ideas"). You will find contact information (and links) to each of the Illinois Division board members.

We provide a link to the IAAP Headquarters Web site (www.iaap-hq.org), on the "How to Join" page.

HOW OUR DIVISION WORKS

The Division Board of Directors (president, president-elect, vice president, secretary and treasurer) manages the day-to-day operations. Board members are elected to a one-year term, with the exception of the president-elect who serves a two-year term and automatically becomes president, during the second year.

Among the duties of the Division Board are:

1. Maintain communication with all chapter members and DMALs within the division between annual meetings by correspondence, telephone or e-mail and, whenever possible, personal visits to chapters.
 - a. Division board members travel within the division, attending chapter meetings, presenting chapter programs, updating chapters on Division business and yearly meetings – Illinois Division Annual Meeting (IDAM) and the Professional Enrichment Program (PEP) etc.
 - b. The Board 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 problems 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 IAAP geographical membership area is divided into six distinct districts: Great Lakes, Northeast, Northwest, Southeast, Southwest and Canada.

Each district has a director who serves on the International Board of Directors and is elected by the membership from their respective district. The district director is charged with the administration of all matters pertaining to the overall functioning of the division and chapters in their respective districts.

Inside each district are divisions, which are smaller geographical units that act as a liaison between chapters and the international association.

The Illinois Division is a **vitaly important link** between your chapter, our district and the international association. Our purpose is to promote the values, mission statement, vision of the association, assist the International Board, promote leadership, provide guidance, assistance, and to answer questions that our members, chapter officers and DMALs may have.

DIVISION MEETINGS – IDAM & PEP

The Illinois Division Annual Meeting (**IDAM**) is held each year, usually in April or May. This is the official business meeting of the division. A local chapter at a location in the division hosts IDAM.

This meeting not only provides you with educational and CPS/CAP certification seminars, beneficial speakers and presentations, it is also where the yearly elections for the Board of Directors are held.

Attending this meeting provides you with the opportunity to experience how the division and its board operate. Although the division president presides over the meeting, the business of the division is handled through voting representatives – delegates (usually the chapter president or other chapter officer) – chosen by the members from each chapter in the division and from the DMALs.

In the fall (usually September) the division holds a one-day Professional Enrichment Program (**PEP**), hosted by a local chapter. With the assistance and guidance of the Board, the host chapter provides division members a high quality education and training experience.

And, of course, at each of these meetings/seminars, there is always time to network, make new friends, share ideas and renew old acquaintances – which makes attendance at division meetings/seminars a valuable opportunity.