Chapter Report

January, February, March 2012

As the LSCC Cougar Chapter brings its eventful and prolific winter to an end, we have initiated discussions for the upcoming chapter elections, Alabama Division Spring Conference and Administrative Professionals Week 2012. The Chapter has continued to “Make the Leap to Remarkable” through events that benefitted administrative professionals at the college.

The Chapter hosted a Leadership in Excellence workshop on January 26 featuring State Farm Insurance Agent/Owner, Julie Bell. Throughout the years held Mrs. Bell has held various management positions in both operation centers and Corporate Headquarters for State Farm. With her expertise she inspired the group to ...

The Chapter met on March 1 for a Chapter Planning Meeting to begin preparation for Administrative Professionals Week this April and review the details of the 70/70 Program. The Chapter’s week-long awareness efforts will feature a lunch with college faculty, staff and administration as well as series of speakers reviewing such topics of interest to the chapter as notary commissions, rules and regulations for the inscription of meeting minutes and how to take advantage of Web 2.0 applications. Also, a potluck lunch of games and fun for Cougar Chapter Members will be included in the week’s activities.

As a proactive shadow to the statements posted on the LinkedIn IAAP Group Page by Stacey Brewer of the Huntsville Chapter, the Chapter Executive Board took a moment to note the importance of each member getting the most from their IAAP membership. As a chapter, we do an exceptional job in providing a variety of workshops and seminars; but, the committee also knows that the wants and needs of our members can vary greatly. Therefore, all members were asked to consider what is needed to move further in their respective professional paths. In order to inform the Executive Committee of what benefits the members most, the Cougar Chapter asks all of its members express their goals in an effort to help the entire Chapter succeed.

There will be an Avery Dennison Business Solutions for Greater Productivity Seminar hosted by the Chapter this month as well. The seminar will provide timesaving tips, image-enhancing ideas and cost-saving options for administrative professionals. Each participant will receive a free Avery Dennison sample pack and the group will also obtain access to software and formatting solutions designed to help make the
most of office time, information to put a professional polish on our mailings and tips for producing professional presentations and meeting materials. The workshop will be co-sponsored by Avery Dennison.

Members of the Cougar Chapter will be attending the **Alabama Spring Division Conference** this March in Tuskegee, Alabama. Many of our members are excited to share in the conversation of ergonomics, as we recently hosted a workshop surrounding the theme.

Regina Doriety
President, Lawson State Community College Cougar Chapter