

WHAT ABOUT THESE OTHER MEETINGS?

The International Convention and Education Forum is held annually during July or August. The meetings are held in a city within one of the six districts. Business sessions are conducted in accordance with parliamentary procedure, with the membership determining policy and action through delegates from chapters and divisions throughout IAAP.

WHAT DOES THE DELEGATE DO?

Each year the division allocates funds for the use of a delegate who represents the division at the International Convention and Education Forum. 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 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.

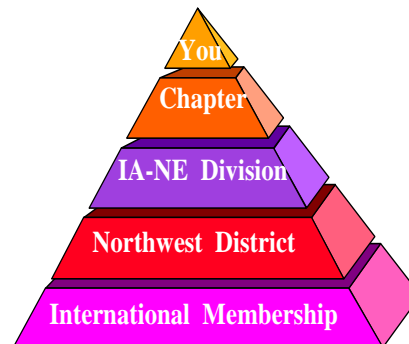
WHERE ARE THE CHAPTERS IN THE IOWA-NEBRASKA DIVISION?

The fourteen chapters in the Iowa-Nebraska Division and the cities where they are located are:

- A. N. Palmer Chapter (Cedar Rapids, IA)
- Ak-Sar-Ben Chapter (Omaha, NE)
- Ames Chapter (Ames, IA)
- Cornhusker Chapter (Lincoln, NE)
- Fort Dodge Chapter (Fort Dodge, IA)
- Hawkeye Chapter (Des Moines, IA)
- Heartland Chapter (Omaha, NE)
- Mid-Iowa Prof. Chapter (Marshalltown, IA)
- Mutual of Omaha Chapter (Omaha, NE)
- Norfolk Chapter (Norfolk, NE)
- Sioux Chapter (Sioux City, IA)
- The Great Plains Chapter (Omaha, NE)
- Victory Chapter (Waterloo, IA)

NORTHWEST DISTRICT:

- Iowa
- Nebraska
- Minnesota
- North Dakota
- South Dakota
- Colorado
- Wyoming
- Montana
- Idaho
- Oregon
- Utah
- Washington
- Alaska



**International Association of
Administrative Professionals®
Iowa-Nebraska Division**

“WHAT’S A DIVISION?”



www.iaap-iowanebraska.org

WELCOME TO IAAP®!

We hope you will benefit from your association with this progressive and dedicated group of office professionals. We thought it would be helpful to let you know what the Iowa-Nebraska Division is all about 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'S IN CHARGE OF THE DIVISION?

The Board of Directors manages the division's operations.

WHAT'S THE BOARD AND WHAT DO THEY DO?

The Division Board of Directors includes the president, president-elect, secretary and treasurer. Board members are elected to one-year terms.

Duties of the Division Board are (briefly):

1. 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 chapters.
 - a. Division board members may travel within the division, attending chapter meetings, presenting chapter programs, etc.

- b. 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 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 International Association of Administrative Professionals is divided into six geographical areas, or districts consisting of 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 divisions and chapters within their respective district.

Within the districts are the divisions, which are small geographical units, which act as a liaison between chapters and the international association.

The Iowa-Nebraska Division is the link in the chain between a chapter 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.

You are a member of the Northwest District and the Iowa-Nebraska Division.

WHAT'S AN ANNUAL MEETING?

The Iowa-Nebraska Division Annual Meeting is held each year, usually in 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 Iowa-Nebraska 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 activities that make IAAP a great organization to participate in.

We encourage all members of the Iowa-Nebraska Division to join us for these exciting and educational events.

For further information contact:

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