

IAAP® Bahamas Chapter - History

In March 1966, the following Senior Secretaries in New Providence met to discuss plans for forming an association for all Secretaries in The Bahamas:

Mrs. Anne Lowe;
Mrs. Mickey Kimberk;
Mrs. Gwen Reid;
Mrs. Barbara Pierre; and,
Miss Norma Barker.

An invitation was extended through the media, inviting all secretaries to attend a general meeting in the New Providence Room at the British Colonial Hotel on April 20, 1966, at 8:00 p.m.

The Bahamas Secretaries Association (BSA) was formed after the third meeting and the following members were elected to serve as officers:

Anne Lowe, President; Mickey Kimberk, Vice President; Judy Soloshy, Treasurer; Katherine Granger, Recording Secretary; and Norma Barker, Corresponding Secretary.

An application was made to the National Secretaries Association (International) in Kansas City, Missouri, for affiliation, giving secretaries in The Bahamas the prestige and benefits of membership in the largest Secretaries Association in the world.

To launch this Association, a banquet was held on Saturday, September 24, 1966, when the first installation of officers and thirty-eight Charter members were installed by the Coral Gables Florida, Chapter of N.S.A. (International) at the Montague Beach Hotel, on the Eastern foreshore of New Providence, in a very impressive candlelight ceremony. The affiliation certificate

of acceptance with N.S.A. was signed on September 26, 1966.

In July 1980, the N.S.A. Convention, the International Organization, decided to change the name from N.S.A. to Professional Secretaries International with a new Code of Ethics. B.S.A., being an affiliate, also changed the name from B.S.A. to Professional Secretaries of The Bahamas in 1981.

On March 23, 1995, Professionals Secretaries of The Bahamas dropped its affiliate status and became a Chapter of Professional Secretaries International®, thereby changing our name to Bahamas Chapter of Professional Secretaries International® - The Association for Office Professionals™ which gave our members the right to vote for the first time at the International Convention.

We joined as a Chapter on March 23, 1998, when Sandra Chandler CPS, President of the Florida Division, Southeast District, arrived in The Bahamas to officially install our members in the Florida Division of Professional Secretaries International®. Our name changed to the International Association of Administrative Professionals® in 1998.

The Bahamas Chapter continues to have a growing membership, which gains personal visibility and recognition while strengthening the image of the profession in our local community as well as network with colleagues who are experts in a variety of fields.

We observe Administrative Professionals Week® the last full week in April and Administrative Professionals Day®, on Wednesday. The highlight for this day is a special Luncheon for administrative support staff

and their Bosses, also the naming of the Boss and Administrative Professional of the Year as well as the Corporate Excellence Award Winner, who are chosen by a panel of judges for each contest.

Each year, an **Education Forum & Annual Meeting** is held during the third full week in July, and a delegation from The Bahamas usually attends this event. This annual meeting is the Administrative Professional's ticket to excellence, and the education forum offers a wide array of educational workshops and international networking. A wealth of information is usually brought back to the local Association and as a result, administrative professionals are better informed and up-dated as to new methods and ideas in their profession. Attending this conference gives you practical, in-depth knowledge to increase your effectiveness on the job.

Who Qualifies For Professional Membership?

- A person who is, or within the last two years has been employed as an Administrative Professional; or
- A person who has attained the Certified Professional Secretary® (CPS®) rating, or Certified Administrative Professional® (CAP®) rating; or
- A teacher who is employed in the teaching of business education.

Administrative Professionals – “individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”

Who Qualifies For Membership?

- Administrative Assistants;
- Secretaries/Executive Secretaries;
- Office Administrators and Managers;
- Receptionists;
- Clerical Staff; and,
- All other Administrative Professionals.

Certified Professional Secretary® (CPS) and Certified Administrative Professional® (CAP) Programs

In 2001, IAAP introduced a new certification program to expand upon the CPS program. This new certification, the CAP, includes four parts. CPS holders will be required to take only the section testing organizational planning.

The CPS Examination is a one-day exam with three parts. The CAP exam is a one and one-half day exam with four parts. The exams are administered each May and November.

What's In It For You?

- Take advantage of cutting edge educational resources;
- Enhance your leadership and management skills;
- Build valuable professional networks and friendships;
- Advance your career.
- Be featured on the Chapter's website

Annual Education Conventions and Seminars

Every year The Bahamas Chapter hosts two (2) Education Forums during the months of April and September.

How Can I Join?

Meet the professional qualifications, attend at least three of our monthly meetings/Chapter sponsored event, be sponsored by one of our members and contact the Membership Chairperson through our voicemail telephone number. We will be happy to return your call and assist you with any enquiries you may have.

When and Where Do We Meet?

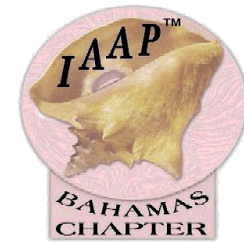
All are welcome to attend our meetings, which are held the third Thursday of each month at British Colonial Hilton, No 1 Bay Street, at 6:00 p.m.

Some Membership Benefits Tangible/Intangible

- Qualify as an Outstanding Member
- Discounted registration rates at all seminars, workshops and conventions
- Re-certification points at Educational and Professional Development events
- Networking with fellow Office Professionals
- Leadership Skills
- CPS/CAP Certification

HISTORY AND OVERVIEW

OF



Florida Division, Southeast District
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

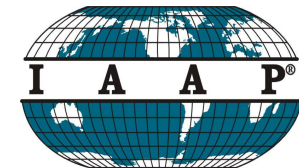
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**International Association of
Administrative Professionals®**