

**Pathways to Excellence Recognition Awards Program
For Career Minded Administrative Professionals
2008-2009**

Pathways to Excellence Criteria

10 points of Excellence:

- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing, Research, and Community Outreach
- Programs and Participation
- Recruitment and Retention
- Strategic Planning

Member of Excellence

Award Criteria (Attain a minimum of 8 of the 11)

Award: Member of Excellence certificate (first four years), Pathways to Excellence certificate cover, Pathways to Excellence/Member of Excellence pin (fifth year)

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

Award Criteria (Attain a minimum of 14 of the 19)

Award: Chapter of Excellence podium banner (first year only), year-patch, and \$100 cash award or \$150 credit toward subscription to the IAAP Web Community

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Sign the online Chapter of Excellence Commitment agreement
4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by September 1st and establish marketing plan to encourage members to attend chapter, division, and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1st deadline
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual Executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
15. Conduct at least one IMPACT meeting
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31st and conduct an annual member interest/satisfaction survey

Award Criteria (Attain a minimum of 14 of the 19)

Award: Division of Excellence podium banner (first year only), year-patch, and \$200 cash award or one year subscription to the IAAP Web Community

1. Seventy-five percent of the chapters offer programming that award recertification points
2. The division annual meeting offers a minimum of three recertification points
3. Twenty percent of the members in the division must hold the CPS and/or CAP certification; and the division recognizes new certification holders and those who recertify
4. Sign the online Division of Excellence Commitment agreement
5. Publish a minimum of four newsletters/e-newsletters and participate in the IAAP Web Community
6. Provide leadership training for chapter and division leaders which emphasizes the development of a chapter Business (Strategic) Plan and Succession Planning
7. Create and maintain an annual budget; provide a quarterly financial statement to the chapter presidents; and submit the annual audit report to the International Treasurer
8. Maintain a full slate of division officers (minimum four offices); one hundred percent of the chapters must submit their new officers and chair listing to HQ by July 1; and the division must submit their new officer and committee chair listing to HQ by July 1
9. Maintain chairmen for the Bylaws, Certification, Education, and Membership committees
10. Division member(s) serve on an international committee or serve on the international board of directors or as an RTF trustee
11. President-Elect attend the Incoming Division Presidents Conference
12. Send a delegate or submit a proxy to the International Convention and Education Forum
13. Submit a completed application for the Avery Chapter and Division Achievement Awards Program
14. Sixty percent of the chapters submit a completed application for the Avery Chapter and Division Achievement Awards Program and/or the Award for Excellence Program
15. Ninety percent of the chapters have a minimum of 15 members
16. Sustain a net increase in membership of 8%
17. Retain 90% of the chapters within the division and attain a membership retention rate of at least 75%
18. Sustain an increase of at least one new IAAP Professional Chapter or one new Student chapter
19. Establish a division Business (Strategic) Plan; conduct a minimum of one Business (Strategic) Planning session; and, conduct a member interest/satisfaction survey