Ohio University
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Professional Secretaries International
Athens Chapter
MSS# 194

OVERVIEW OF THE COLLECTION

Author: Various
Title: Professional Secretaries International-Athens Chapter
Date: 1981-1999
Abstract: Newsletters, correspondence, minutes, reports, and miscellaneous
Quantity: .9 cu. ft.

BIOGRAPHY OF

The Professional Secretaries International is now known as International Association of Administrative Professionals. The International Association of Administrative Professionals was founded in 1942 (as PSI) and headquartered in Kansas City. The International Association of Administrative Professionals (IAAP) is the world's leading association for administrative professionals with 40,000 members and affiliates and 700 chapters worldwide.

The association works in partnership with employers to promote excellence. Its members include administrative assistants, professional executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, including institutions, student and international affiliate organizations also belong to IAAP.

The objective of this professional organization is to elevate the standards of the administrative office profession by providing administrative professionals an opportunity to enhance their skills and business careers through continuing education programs, workshops and seminars, and to support a network for administrative professionals in the profession with similar interests and goals.

IAAP sponsors and administers the Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) examinations. CPS and CAP are registered
service marks for the rating that measures secretarial and administrative proficiency. More than 42,000 administrative professionals across the country hold the CPS and/or CAP ratings.

The Athens Chapter was organized on October 1955 with eleven charter members, one of whom remains active in the chapter today. Current membership stands at approximately 70 and includes professionals from the Athens community and Ohio University. The Athens Chapter is part of the Ohio Division of IAAP, which consists of 36 chapters and almost 2,000 members. The Ohio Division is part of the Great Lakes District, which consists of 131 chapters and more than 5,500 members throughout Ohio, Illinois, Indiana, Michigan and Wisconsin.


SCOPE AND CONTENTS OF THE COLLECTION

This collection contains material related to the Athens Chapter of the IAAP. This material includes: newsletters, minutes, rules, bylaws, correspondence, reports, lists, and miscellaneous items.

ORGANIZATION OF THE COLLECTION

These records are organized into the following series:

Series I: Records of the President
Series II: Ways and Means

Abbreviations with in content list:

IAAP – International Association of Administrative Professionals

RELATED MATERIALS

Websites:

- http://www.iaap-hq.org/
ADMINISTRATIVE INFORMATION

Restrictions: The collection is open under the rules and regulations of the Ohio University Libraries.

Preferred Citation: Researchers are requested to cite the collection name, collection number, and the Ohio University Libraries, in all footnotes and bibliographical references.

Accession Number: #00-03

Provenance: The Ohio University Archives received the collection in 2000.

Property Rights: Ohio University retains all property rights to the collection.

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Processing: Unknown

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

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Series II: Ways and Means