

Communication from International President Judy McCoy

LAP 4: FORWARD LEADING

Sometimes the discussion of who controls what can be uncomfortable. As a member-driven organization IAAP has several levels of control and decision making. A description of the roles and how they function will provide clarity and a greater understanding.

Board of Directors' Role:

The primary role of the IAAP's International Board is to provide oversight to the entire organization, to determine strategic direction, to define and set policies and to align and approve programs and member services, including the associated operating budgets. The fiduciary responsibilities of the International Board also include the ongoing oversight of the annual budget. In reference to relationship with the Executive Director, the Bylaws state that International Board "...may employ an administrative officer who shall manage the Headquarters office under the advisory supervision of the President and the Board of Directors."

Executive Director Role:

In keeping with the IAAP Bylaws, as Executive Director, his or her duties are to manage the affairs of the Headquarters office including but not limited to the employees within that office. In addition, the Headquarters staff carries out the policies and creates and conducts the programs within the boundaries of the budget, all as approved by the Board of Directors. Hiring employees and discharging employees is the responsibility of the Executive Director. The Executive Director is accountable to the Board of Directors through his or her performance evaluation and the performance of the Headquarters office. As with most positions, the assessment of the Executive Director is based on his or her performance.

Member's Role:

Members may provide input through their elected officials and may also provide input directly to the Headquarters office regarding the service provided to them. The Headquarters office provides programs and services to each individual member. The members, through their delegate representatives, hold the International Board of Directors accountable to oversee the affairs of the entire organization through elections that take place each year.

Communication between members of the Board of Directors and the Executive Director are open, candid and frequent. Communication between the Executive Director and Headquarters staff is continuous as programs and services are delivered to the membership.

A human resources consultant has been working directly with Headquarters staff since August to assess the work environment and to freely receive feedback from all of the employees in order to make IAAP a great place to work. The International Board of Directors also provided input about our honest perceptions regarding the Headquarters staff. A report to the International Board regarding the HR study will be coming directly from the consultant in preparation for the Spring Board meeting. The findings of this report are confidential and will not be released.

The Board is looking forward to the recommendations from the HR consultant and supporting Executive Director Bretthauer in implementing those recommendations. Executive Director Bretthauer will be providing an overview of the HR initiative developments at the Convention in New Orleans.

The Board is fully behind the changes at Headquarters and is excited to work with the Headquarters team to meet our challenges and opportunities for the future of the career-minded

administrative professional.

If at any time you have a question or concern, please feel free to contact either myself or any member of the Board of Directors.

Thank you all for joining me for an exciting journey through the 2007-2008 year!

Judy

Judy McCoy CPS/CAP

IAAP International President

"FORWARD MOVING"

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