

Leadership & Education Conference: Back to Basics



**Courtyard by Marriott, Cocoa Beach, Florida
September 10 & 11, 2010**

COST: \$89

Friday – Join us for a “Back to Basics” meeting of Division Chapters!

5 – 6pm – Registration & Welcome Reception

6 – 7pm – Dinner

7 – 9pm – Join us for C.U.S.T.A.R.D! It can’t be a FLAN since it’s not local, so we’re calling it CUSTARD! It’s a FLORIDA WIDE-AREA NETWORK meeting! If you’ve never been able to attend a FLAN meeting, you’re in for a real TREAT!

C	<i>chapters</i>
U	<i>uniting &</i>
S	<i>solving</i>
T	<i>troubles</i>
A	<i>and</i>
R	<i>real</i>
D	<i>dilemmas</i>

Saturday – 8 am – 4 pm

Continental breakfast, lunch & afternoon snack

Ways & Means tables and door prizes

Choose from a variety of “Back to Basics” classes:

<p>Chapter Secretary <i>Kathy Sorrell, CPS/CAP</i> What you need to know to be – or become – a chapter secretary</p>	<p>Web Community <i>Susan Dame, CPS</i> Live demonstration of the web community and Florida Division website from our Division webmaster</p>	<p>Newsletters & Marketing Plans* <i>Joanne MacKenzie, CPS/CAP</i> Set up a marketing plan and effectively communicate it via your newsletter (a marketing plan is an awards criterion)</p>
<p>Chapter Treasurer <i>Carol Robb, CPS/CAP</i> What you need to know to be – or become – a chapter treasurer</p>	<p>Web Community <i>Susan Dame, CPS</i> Live demonstration of the web community and Florida Division website from our Division webmaster</p>	<p>Strategic Planning* <i>Linda Freese, CAP</i> Create and maintain a strategic plan for your chapter (a strategic plan is an awards criterion)</p>
<p>CPS/CAP Self-Study Classes <i>Candy Puls, CAP</i> Setting up classes for your chapter members to study for the CPS & CAP exams</p>	<p>Mentoring & Orientation <i>Iris Ojeda, CAP</i> Set up an orientation program and an effective mentoring program for your new chapter members (orientation program is an awards criterion)</p>	<p>Succession Planning* <i>Linda Freese, CAP</i> Ensure that your chapter has a plan in place to train future leaders</p>
<p>CPS/CAP Certification <i>Laurie Boehm, CPS/CAP</i> All about attaining CPS and CAP certifications (for members who are not currently certified)</p>	<p>Chapter Awards <i>Candy Puls, CAP</i> Everything you need to know about the Chapter of Excellence, Member of Excellence, and Silver Certificate awards</p>	<p>Parliamentary Procedure* <i>Marian Fetchik, CPS</i> Understanding parliamentary procedure for your chapter using <i>Robert’s Rules of Order</i></p>

**Recertification points provided*

Visit the Florida Division website (www.iaap-floridadivision.org) for registration information