

YORK REGION Chapter



April 1, 2011

Mr. Denis Kelly
Regional Clerk
Regional Municipality of York
17250 Yonge Street
Newmarket, ON L3Y 6Z1

Dear Mr. Kelly:

Re: Request to Recognize Administrative Professionals Week

Please consider this request to have Regional Council recognize the week of April 24 to 30, 2011 as Administrative Professionals Week and Wednesday, April 27, 2011 as Administrative Professionals Day, as established by the International Association of Administrative Professionals (IAAP).

IAAP, which was founded in 1942, is a not-for-profit professional association with approximately 40,000 members and chapters worldwide. The York Region Chapter was chartered in 2001 and currently has a roster of 30 active members.

IAAP works in partnership with employers to promote excellence. Members include administrative assistants, executive secretaries, office co-ordinators, information specialists and related administrative professionals – the largest segment of the office workforce. IAAP provides its members with education, networking opportunities, certification and other career-enhancing programs, while also advancing the image of the profession.

We would appreciate if this recognition could take place at the Regional Council Meeting being held on April 21, 2011.

Thank you for your consideration.

Sincerely,

Original signed by Carla Simas

Carla Simas
President, IAAP York Region Chapter

cc Sharron Buttler, CPS/CAP - International Director, Canada District
Gini Henderson, CPS/CAP, MCAS – President, Ontario Division