

# Our Organization

## OUR OBJECTIVES

*To establish an information network assisting the Certified Professional Secretary®/Certified Administrative Professional® through individual professional recognition and career enhancement.*

*To consolidate the interest and efforts of each member toward the promotion and recognition of the secretarial certifying program and its professional status.*



## CPS®/CAP® SOCIETY OF TEXAS

PRESIDENT, Kellen Clark, CPS//CAP  
713-372-6758 (office) 713-372-6783 (fax)

VICE PRESIDENT, Dianne Darlin, CPS/CAP  
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marlice.job@cpscapsot.org (e-mail)

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IMMEDIATE PAST PRESIDENT  
Yvette Bañuelos, CPS/CAP

AUDIT  
Carrie Rogers, CPS/CAP

COMMUNITY SERVICE  
Evelyn Agurries, CPS

EDUCATION / RECERTIFICATION  
Marlene Houston, CPS

HISTORIAN  
Irene Allen, CPS/CAP

NEWSLETTER  
Christina Gebara, CPS/CAP

INTER CITY COUNCIL LIAISON  
Charlene Kesee, CPS/CAP

CONSULTANT  
Irene Allen, CPS/CAP

MEMBERSHIP  
Vicki Anderson, CPS/CAP

PARLIAMENTARIAN  
Frances McAnear, CPS/CAP

2010 ANNUAL MEETING / SEMINAR  
Open

TECHNOLOGY / INTERNET  
Linda Gamel, CPS/CAP



THE CERTIFIED  
PROFESSIONAL  
SECRETARY® /  
CERTIFIED  
ADMINISTRATIVE  
PROFESSIONAL®  
SOCIETY OF TEXAS



<http://www.cpscapsot.org>

## Our Theme, Our History

*"Sine Qua Non", a truth without negation, or "therefore it must be."*

*The above was used by US President Andrew Jackson on the occasion of his receiving an honorary doctorate from Harvard University and has significant meaning for our organization. Certified professionals in our field are privileged to obtain membership in our accomplished Society.*

*This year we will be fully self-actualized administrative professionals. We will keep our heads high and stand proud for our beliefs, goals, and accomplishments. We are all accomplished administrative professionals. It is up to us to keep the livelihood and traditions of our organization and profession alive. Our charter members strived very hard to make a great name for the administrative profession and what it is today.*

*Let our primary goal for this year be to build the Society into a great powerhouse for administrative professionals in our great State of Texas. Let's band together, share our ideas, and strive for continuous improvement in our community service and professional training. Let's continue to share the benefits of membership with nonmembers and promote the Certified Professional Secretary and Certified Administrative Professional certifications.*

*Kellen Clark, CPS/CAP, President*

### An Invitation

You are invited to become a member of the Certified Professional Secretary® (CPS®) / Certified Administrative Professional® (CAP®) Society of Texas. Since you have achieved the prestigious designation as a CPS/CAP through your hard work, professionalism, and experience, the Society would be honored and enhanced by welcoming you as a member. The nominal cost of membership (renewable each January) has proved to be a valuable investment yielding immediate benefits.

### Membership Rewards

Association with other dedicated professionals. Involvement with special projects through the Institute of Certification. Attend quality Society-sponsored seminars at a nominal cost. Receive a periodic newsletter announcing CPS/CAP-related activities and developments. Become part of a nationwide network.

#### CERTIFIED PROFESSIONAL SECRETARY®/CERTIFIED ADMINISTRATIVE PROFESSIONAL® SOCIETY OF TEXAS

##### Membership Application

Please complete this form and send to the Membership Chairman listed below with your check in the amount of \$15.00 payable to the CERTIFIED PROFESSIONAL SECRETARY/CERTIFIED ADMINISTRATIVE PROFESSIONAL SOCIETY OF TEXAS (or CPS/CAP Society of Texas). Be sure to include a copy of your notice of certification from the Institute or a copy of your CPS/CAP Certificate.

Name \_\_\_\_\_ Month/Year Certified \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name at time of Certification (if different from above) \_\_\_\_\_ JAAP Chapter \_\_\_\_\_  
Employer \_\_\_\_\_  
Title/Position \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Work Telephone ( ) \_\_\_\_\_ Facsimile ( ) \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_  
Preferred Telephone: ( ) Home ( ) Office \_\_\_\_\_  
Signature \_\_\_\_\_  
Mall to: Ethel Hamilton, CPS/CAP, Treasurer  
8910 Rocky Lane, Houston, TX 77040