



International Association of Workforce Professionals

Handbook for Administration and Organization



IAWP Administrative Office
1801 Louisville Road
Frankfort, KY 40601-3922
Voice/TDD: 502.223.4459
Toll-free/TDD: 888.898.9960
Fax: 502.223.4127
E-Mail: iawp@iawponline.org

2009-2010

The Power of Collaboration meets the Era of Innovation

Table of Contents

Chapter 1 Introduction to IAWP

Using this Handbook	1
IAWP Code of Ethics, Mission Statement	2
Oath of Office.....	3
Bylaws Conformity	4
IAWP Resources.....	5
Special Offers for Members	10
IAWP Calendar	11

Chapter 2 How IAWP Is Organized

International Board of Directors	13
Serving at the International Level	13
President, President-elect, and Vice-president, and Treasurer.....	13
District Directors/District Directors-elect	14
Director of Administration & Conference Planning	14
Organizational Liaison Director.....	16
IAWP District Map	16
International Committees and their Purposes.....	17
Chapter Development Committee.....	17
International Development Subcommittee.....	18
Retiree Subcommittee	19
Award of Merit Subcommittee.....	20
Citation Award Subcommittee.....	21
Educational Development Committee	21
Local Arrangements Committee	22
Conference Program Committee.....	22
Legislative Committee	22
Services to Veterans Subcommittee.....	23
Services to Special Clients Subcommittee.....	23
Unemployment Insurance Subcommittee	24
Workforce Services Subcommittee.....	24
Communications and Marketing Committee	25
Membership Committee.....	26
Board of Directors Subcommittees and their Purposes.....	27
Administrative Organization	27
Credentials	27
Audit and Finance.....	27
Bylaws and Resolutions.....	28
Ethic Committee.....	28
Executive Committee.....	29
Administrative Office Subcommittee	30
Nominating	30
Board of Directors Meetings	31
Preparing International Committee Reports.....	32
Preparing District Director Reports.....	32

Meeting Report Contents/Samples.....	32
Association Finances	37
Approval of Payments.....	37
Reimbursements.....	38
Association Investments Policy	38
Distribution of Proceeds from the International Conference	38
Association Travel Policy.....	39
IAWP Travel Voucher	41
Chapter 3 Your Chapter	
Organizing Your Chapter.....	43
Electing Chapter Officials.....	43
Chapter Board of Directors	46
Chapter Committees.....	46
Special Committee Functions.....	47
Planning Successful Chapter Meetings	48
Conducting Business Meetings.....	49
Parliamentary Procedure	50
Summary of the Rules.....	51
Membership	53
Sample Membership Plan.....	53
Membership Campaign Checklist.....	55
Membership Basics (Classes, Deadlines, etc.).....	56
Membership Transmittal Process.....	58
IAWP Membership and Dues Transmittal Form	63
IAWP Transmittal Cover Sheet Form	64
International Development.....	65
Chapter Achievement.....	66
Chapter Development Funding	67
Chapter Follow-up Checklist	68
Chapter Development Funding Request Form.....	69
Contributing to Special Initiatives.....	70
Chapter 4 The IAPES Foundation	
Foundation Governance	71
Association Partnerships	72
Special Initiatives	73
Scholarships, Grants, WPDP, and CWS	74
Freddy L. Jacobs Student Individual Scholarship.....	74
Freddy L. Jacobs Student Individual Scholarship App.	77
W. Scott Boyd Group Grant.....	78
W. Scott Boyd Grant Application	81
Logan S. Chambers Individual Scholarship.....	82
Logan S. Chambers Scholarship Application	84
IAWP Professional Development Memorial Fund	85
IAWP Professional Development Memorial Fund App	86
Workforce Professional Development Program	87
WPDP Application.....	88

Certified Workforce Specialist Program	89
CWS Application	94
Chapter 5 IAWP International Awards Program	
Award Forms.....	97
Advancing Workforce Development Standard Nomination Form	98
Advancing IAWP Standard Nomination Form	99
Membership Award Nomination Form	100
Keeper Korps.....	101
Handy Awards Reference Charts.....	102
Award Criteria, Eligibility, and Submissions	105
Advancing Workforce Development Categories.....	105
Citation Award.....	105
Specialized Customer Services	111
Services to Veterans.....	117
Unemployment Insurance	123
Public Policy	129
Administrator	133
One-Stop	137
Advancing IAWP'S Objectives Awards Categories.....	141
Merit Award.....	141
Lifetime Achievement Award	147
Ealton Nelson International	149
International Development.....	151
Retiree	161
Diamond Award.....	167
Platinum Key	168
Gold Key	169
Silver Key	170
Bronze Key	171
President's Honor Roll.....	172
Keeper Korps	173
Education	175
Legislative.....	181
Communication.....	185
Professional Practices	189
Increase in Overall Membership.....	193
December Jumpstart.....	197
Membership Retention.....	198
New Members.....	199
Chapter Achievement	200
Big 12.....	200
Most Improved.....	200
Chapter Achievement.....	201