



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

American Society of Safety Professionals Practice Specialty Assistant Administrator

Purpose: The Practice Specialty Assistant Administrator assists the Administrator in providing direction and support to the practice specialty to create a meaningful and high-quality member experience for practice specialty members.

Key Responsibilities:

- Support the Practice Specialty Administrator in providing direction to the practice specialty that is consistent with ASSP's mission and vision statements, goals and code of professional conduct
- Work with Practice Specialty Administrator and advisory committee to develop and execute activities related to succession planning and practice specialty sustainability
- Serve as acting Administrator in absence of the Practice Specialty Administrator (see Practice Specialty Administrator position description), including representing the Administrator as requested
- Assist with planning and attend practice specialty advisory committee membership meetings
- Supervise the activities of practice specialty committees as agreed upon
- Perform other duties as agreed upon with the Practice Specialty Administrator or advisory committee

Support:

- Online training
- Transition meeting with outgoing administrator before taking office
- ASSP Staff Liaison, [Manager, Practice Specialties](#)

Benefits:

- Opportunity to develop transferrable leadership, strategic planning, and project management skills
- Opportunity to grow professional network
- Earn professional certification maintenance points

Time Commitment:

- Term of office:
 - Serve 2 years as Assistant Administrator, then succeed to Administrator for 2 years.
 - Term year begins on July 1st.
- Average hours per month: Up to 10-15 hours per month.

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- Attend Council on Practices and Standards virtual meetings as scheduled.

Qualifications:

- Must be Professional Member of ASSP and a member of the respective practice specialty when taking office and for the full term.
- Must have or be willing to develop strong leadership, strategic planning, and project management skills
- Must have or be willing to develop an understanding of practice specialty, Council on Practices and Standards, and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support

Specific Duties:

- Administrator and Assistant Administrator should work as a team.
- Act as the secondary point of contact for the Practice Specialty (for ASSP, members and non-members).
- Work with Practice Specialty Administrator and advisory committee to develop and execute an annual plan for the practice specialty
- Assist in the distribution of information from the Society or Council to the membership as necessary
- Support the practice specialty's succession planning efforts through volunteer recruitment, delegation, and mentoring
- Assist in conducting advisory committee meetings
- Ensure orderly transition and transfer of all duties and records to succeeding Assistant Administrator