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 Specialty Communities

**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 twice a year.

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
• 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