



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Common Interest Group Assistant Administrator

Purpose: The Common Interest Group Assistant Administrator assists the Administrator in providing direction and support to the Common Interest Group to create a meaningful and high-quality member experience for Common Interest Group members.

Key Responsibilities:

- Support the Common Interest Group Administrator in providing direction to the Common Interest Group that is consistent with the shared common interest group value statement, ASSP's strategic plan, mission and vision statements, and code of professional conduct.
- Work with Common Interest Group Administrator and advisory committee in the development and execution of activities, delivering member value.
- Serve as acting Administrator in absence of the Common Interest Group Administrator (see Common Interest Group Administrator position description), including representing the Administrator as requested.
- Take an active role in the common interest groups succession planning efforts through volunteer recruitment, delegation and mentoring, aligning to ASSP's required leadership competencies and commitment to diversity and inclusion.
- Actively participate in the online [ASSP Community](#).
- Assist with planning and attend Common Interest Group advisory committee membership meetings.
- Supervise the activities of Common Interest Group committees as agreed upon with the Administrator.
- Perform other duties as agreed upon with the Common Interest Group Administrator or advisory committee.

Support:

- Online training from Society
- Participation in the leadership conference for assistant administrators in their second year of office.
- Additional training through [community leader resource center](#), Leadership Conference and other Society events
- Transition meeting with outgoing assistant administrator before taking office
- Additional support available from CoPS and ASSP Staff Liaison, [Manager, Community Engagement](#)

Benefits:



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- Opportunity to develop transferrable leadership, strategic planning, and project management skills
- Opportunity to grow professional network and advance the safety profession through mentoring, developing future safety leaders, and ensuring the delivery of member value through ASSP communities
- Opportunity to attend ASSP Leadership Conference for training and networking
- 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. Plus, travel to and attendance at the Leadership Conference (October)], in the second year of term. All approved ASSP travel is funded by ASSP following the ASSP travel expense guidelines.

Qualifications:

- Must be Professional Member of ASSP and a member of the respective Common Interest Group 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 Common Interest Group, Council on Practices and Standards, and Society structure and strategic direction
- Preferred previously held a position on a common interest group or Practice specialty advisory committee
- Demonstrated ability to develop productive relationships with volunteer leaders, work effectively in a team setting and communicate with diverse audiences
- Able to travel for semiannual CoPS meetings
- Has employer support

Assistant Administrators are Society elected positions. Nominations open in July and are due in September. [Society elections](#) take place each March.

Specific Duties:

- Complete the following training module(s) in [On-Demand Training](#):
 - Society Overview
- Administrator and Ass't Administrator should work as a team.



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- Disseminate information from ASSP Staff Liaisons to your advisory committee and other members as appropriate.
- Participate in quarterly, bi-monthly or monthly conference calls with your advisory Committee
- Regularly check your Common Interest Group's Discussion forum on the online ASSP Community for questions and discussion threads.
- Assist the Administrator in the developing and submitting community operational plans, succession plans, and year-end reports, aligning to the expected member value defined in the value statements.
- Act as the secondary point of contact for the Common Interest Group (for ASSP, members and non-members).
- Support the Common Interest Group's succession planning efforts through volunteer recruitment, delegation, and mentoring
- Ensure orderly transition and transfer of all duties and records to succeeding Assistant Administrator
- Serve in the administrator capacity, when the administrator is not able to do so.
- Work with the other advisory committee members to coordinate activities and delegate responsibilities.
- Communicate with members using the ASSP community, social media channels, and ASSP weekly e-mails. Messages for distribution to members can be submitted to society staff for distribution through ASSP e-mail channels.
- If you delegate any of these items to the appropriate Advisory Committee member, follow up with them to make sure tasks were completed.