



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
- Actively participate in the online [ASSP Community](#)
- 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.
- 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:

- Complete the following training module(s) in [On-Demand Training](#):

Required	Recommended
1. Virtual Community Rosters 2. Society Overview 3. ASSP Code of Professional Conduct 4. Virtual Community Operations 5. Business Planning for Virtual Communities 6. ASSP Volunteer Social Media Policy 7. Succession Planning 8. Online ASSP Community Training	

- 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
- Regularly check your practice specialty’s online Community for questions and discussion threads
- Support the practice specialty’s succession planning efforts through volunteer recruitment, delegation, and mentoring. [Succession planning tools](#) available online.
- Assist in conducting advisory committee meetings
- Ensure orderly transition and transfer of all duties and records to succeeding Assistant Administrator
- [additional community-specific duties]

