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]:

<table>
<thead>
<tr>
<th>Required</th>
<th>Recommended</th>
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<tbody>
<tr>
<td>1. Virtual Community Rosters</td>
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<td>2. Society Overview</td>
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<td>3. ASSP Code of Professional Conduct</td>
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<td>4. Virtual Community Operations</td>
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<td>5. Business Planning for Virtual Communities</td>
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<td>6. ASSP Volunteer Social Media Policy</td>
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<td>7. Succession Planning</td>
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<td>8. Online ASSP Community Training</td>
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- 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]