



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Common Interest Group Administrator

**Purpose:** The Common Interest Group Administrator provides direction and support to the Common Interest Group to create a meaningful and high-quality member experience for Common Interest Group members.

### Key Responsibilities:

- Provide 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.
- Chair and lead Common Interest Group advisory committee, including advisory committee calls and meetings, in the development and execution of activities, delivering member value.
- Responsible for ensuring the common interest group meets minimum requirements, aligned with Society Operating guidelines.
- Lead 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](#).
- Appoint standing committee chairs and members to special committees as needed
- Serve as Delegates in the House of Delegates.
- Serve as a member on the Council on Practices and Standards (CoPS), which aims to provide value to ASSP membership through ASSP chapter communities
- Serve as a senior elected ASSP leader, sharing insights and member feedback with ASSP Board of Directors (through the vice president, practices & standards and senior vice president) and assist in the distribution of information from the Society and the common interest group as necessary

### Support:

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



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## Benefits:

- 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 Development Experience and 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 1<sup>st</sup>.
- Average hours per month: Up to 10-15 hours per month, including virtual council meetings as scheduled. Plus travel to and attendance at council meetings twice per year meetings [in conjunction with ASSP's Annual Professional Development Conference (June) and Leadership Conference (October)] All approved ASSP travel is funded by ASSP following the ASSP travel expense guidelines.

## Qualifications:

- Must be a 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 to have 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

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



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## Specific Duties:

- Complete the following training module(s) in [On-Demand Training](#):
  - Society Overview
- Administrator and Ass't Administrator should work as a team.
- Hold a transition meeting with your Ass't Administrator prior to leaving office.
- Disseminate information from ASSP Staff Liaisons to your advisory committee and other members as appropriate.
- Coordinate and lead 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.
- Develop and submit communities operational plans, succession plans, and year-end reports, aligning to the expected member value defined in the value statements.
- Post quarterly Administrator Messages in your Discussion Forum on the ASSP Community. More frequent submissions are suggested.
- Act as the main point of contact for the Common Interest Group (for ASSP, members and non-members).
- Respond to willing volunteers in a timely manner (1 week) and place them in a committee/subcommittee position within three weeks. Invite new volunteers to join your advisory committee calls.
- Fill all advisory committee positions at the beginning of each term; roster updates are due to ASSP by May 31<sup>st</sup> each year for the following year.
- Act as interim chair for any vacant positions.
- Create subcommittees as needed, disband subcommittees when no longer needed.
- Work with the other advisory committee members to coordinate activities and delegate responsibilities.
- Spearhead special projects to add value to the group and membership, aligned with current operations and processes. Follow process should proposed programs be outside of operational resources and structure, notifying ASSP staff and the Vice President, Practices & Standards.
- Attend two in-person council meetings per year – usually held at PDC in June and at Leadership Conference in Chicago in October.
- Attend virtual meetings/call held throughout the year.
- If you are unable to attend, provide a proxy (the Assistant Administrator is next in line; if he/she cannot attend, assign someone else from your advisory committee).
- 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.