



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:

- Common Interest Group Administrators are members of the Council on Practices and Standards (CoPS)
- Common Interest Group Administrators serve as Delegates on the House of Delegates
- Actively participate in the online ASSP Community
- Provide direction to the Common Interest Group that is consistent with ASSP's mission and vision statements, goals, and code of professional conduct
- Chair all Common Interest Group advisory committee meetings
- Lead Common Interest Group advisory committee in the development and execution of activities related to succession planning and Common Interest Group sustainability
- Appoint standing committee chairs and members to special committees as needed

Support:

- Community Leader Recourses
- Online training
- Transition meeting with outgoing administrator before taking office
- ASSP Staff Liaison, Manager, Community Engagement

Benefits:

- Opportunity to develop transferrable leadership, strategic planning, and project management skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office:
 - Serve two years as Assistant Administrator, then succeed to Administrator for two years.
 - Term year begins on July 1st. Society year runs from July 1 to June 30 of the following year.





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- Average hours per month: Up to 15-20 hours per month.
- Attend Council on Practices and Standards meetings; schedule is set at the beginning of each year.

Qualifications:

- Must be Member or 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
- 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](#):
 - Virtual Community Rosters
 - Society Overview
 - ASSP Code of Professional Conduct
 - Virtual Community Operations
 - Social Media
- Council on Practices and Standards Meetings
 - Attend council meetings throughout the year. Meeting schedule is set at the beginning of the year.
 - If you are unable to attend, provide a proxy (the Assistant Administrator is next in line; if they cannot attend, assign someone else from your advisory committee).
- Administrator and Ass't Administrator should work as a team.
- Hold a transition meeting with your Ass't Administrator prior to leaving office. [Transition meeting](#) resources can be found online.
- Determine the group's direction, objectives, goals, and succession plan. Utilize the [Community Annual Management and Planning Tool \(CAMPT\)](#).
 - Meet reporting deadlines:
 - Annual Operating Plan – August 15
 - Success Plan – August 15





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- Advisory Committee Roster for upcoming year – May 31
- Annual Community Report (by completing the CAMPT online) – June 30
- Communications
 - Disseminate information from ASSP Staff Liaisons to your advisory committee and other members as appropriate.
 - Coordinate and lead quarterly, bi-monthly or monthly meetings with your advisory committee
 - Regularly check your Common Interest Group's community page on the online ASSP Community for questions and discussion threads. Encourage other advisory committee members to do the same.
 - Utilize the community page and your community's LinkedIn Group to communicate with your members. The LinkedIn Group may have a large number of non-members so it is a great place to recruit new members for your community.
 - Post required quarterly Administrator Messages on your community page on the ASSP Community. More frequent submissions are suggested.
 - Submit the [online form](#) to have your message included in the ASSP Weekly or Community "Upcoming Activities" Digest. Direct email messages to all group members are limited by ASSP policy.
 - Encourage advisory committee members to read the PS/CIG Leader Update when it comes out (second Friday of the month). Discuss and new items and policy with members at your next advisory committee meeting.
- 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 31st 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. Keep ASSP Staff in the loop on new projects. Let the Council VP and Staff know of any large special projects to see if a proposal is needed and what process needs to be followed.



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- If you delegate any of these items to the appropriate advisory committee member, follow up with them to make sure tasks were completed.