Practice Specialty and Common Interest Group
Position Descriptions for Administrator and Assistant Administrator

The Administrator is a member of the Council of Practices and Standards and has voting privileges on any issues that are brought before the council for a vote. The Administrator is the Delegate for their respective PS or CIG at the HOD meeting in conjunction with the annual PDC.

The Administrator and Assistant Administrator should work closely together with other members of their Advisory Committees.

Administrator
- Coordinate and lead quarterly to monthly conference calls.
- Determine the group’s direction, objectives, goals and succession plan.
- Supply an Administrator Message to the group Member Portal at least three times per year. More frequent submissions are suggested.
- Make sure ASSE Staff has your picture and signature to include in your Admin Chair Message for the Member Portal.
- Act as the main point of contact for the Practice Specialty/Branch/Common Interest Group (for ASSE, 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 (no later than June 30th).
- 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 ASSE 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.
- Attend two in-person council meetings per year – usually held at PDC in June and at Leadership Conference in Chicago in October (ASSE pays travel expenses). 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).
- Represent your PS or CIG at the House of Delegates meeting in conjunction with the annual PDC.
- Attend other Council Conference Calls when scheduled. (2/year)
- Use LinkedIn to communicate with members or send Staff a draft message to send via email on your behalf. Email messages to all group members are limited by ASSE policy.
- Send Staff a list of certificate requests for volunteers by March 15th (e.g., “John Doe for outstanding service as the Membership Coordinator”).

Assistant Administrator
- Lead quarterly to monthly conference calls in the Administrator’s/Chair’s absence.
- Act as the secondary point of contact for the Practice Specialty/Branch/Common Interest Group (for ASSE, members and non-members).
- Work with Administrator to determine the group’s direction, objectives, goals and succession plan. Assistant Administrator should be engaged with the group; working closely with the Administrator.
- Attend council meetings when the Administrator is unable.
- Step in as Administrator/Chair if the Administrator/Chair has to step down for any reason either temporarily or for the duration of the term (following ASSE Bylaws).