AASP Best Practices Process & Protocol

Revision Date: October 1, 2016

Committee Structure

Committee Oversight

- Chair of Best Practices oversees activities of Best Practices Subcommittees and serves as a member of Curriculum Committee
- Consultant to Best Practices drafts Best Practices documents and reviews existing Best Practices
- Each Subcommittee has a Chair or two Co-Chairs who oversee the best practices documents originating in their area
- Subcommittees Include:
    - Prospect Development (one team member is an appointed member of APRA)
    - Records Management
    - Advancement Management (including training and organizational development)
    - Information Management
    - Donor Relations and Stewardship (one co-chair is a member of ADRP)

Committee Members

- Chair or Co-Chairs must be members of AASP, or appointed members of AASP Partner Organizations
- Volunteers for each subcommittee must complete an application
- Terms will be 2 years, with opportunity to renew for additional terms
- Participate in monthly (or bi-monthly) phone conference meetings
- Participate in completion of at least 1 draft Best Practice per year
- In many instances, individuals will be invited to be "one-time" participants for a particular best practice. Application and Terms do not apply in these cases.

Committee Meetings

- Each month, the Chair of Best Practices meets with subcommittee Chairs via phone conference to discuss updates from each subcommittee
    - Identify potential new best practices
    - Identify existing practices that require updates
    - Set the annual webinar schedule (due by September for the upcoming year so that the programming can be promoted at Summit)
    - Identify Best Practices presentations for Summit tracks and Regional Symposia
    - Identify opportunities to share best practices news and updates in AASP communication vehicles
- Subcommittee Chairs organize monthly (or bi-monthly) meetings for their Subcommittees

- o Identify where we need Best Practices for that area
- o Identify authors for Best Practices and/or identify conference presentations that are good candidates for Best Practices and contact presenters about turning them into Best Practice documents
- o Submit drafts quarterly for posting on the AASP website and promote the draft best practices on FUND-SVCS and other appropriate list serves
- o Create, Update, or Revise approximately 5-6 best practices per year
- o Review any applicable Best Practices drafted or identified by the Consultant
- o Invite, as appropriate, individuals with content applicable to a potential or new best practice (ad hoc committee members who do not serve officially on the committee but have particular knowledge for a specific Best Practice being drafted)
- Annually each summer, check in with all committee members about continued participation to inform the need for any additional volunteers before Summit each October