

# Best Practices Committee Volunteer Expectations

<b>Job Title:</b>	Best Practices Subcommittee Chair
<b>Objectives:</b>	Use experience and professional connections to obtain and/or create examples of best practices in advancement services.
<b>Duties and Responsibilities:</b>	Chair subcommittee of advancement services professionals charged with the creation and maintenance of best practices in one of the five best practices categories. Within the designated time frames and during the AASP Annual Meeting, work to ascertain appropriate examples of best practices. Coordinate with the Chair, Best Practices, the posting of draft best practices on the AASP website for comment. Lead committee in the review of resulting comments and make appropriate edits before forwarding to the Chair, Best Practices, for posting in the members-only area of the AASP website. Must be comfortable in a team environment. Must take initiative and manage the completion of assignments to committee members.
<b>Qualifications and Requirements:</b>	<p>The Best Practices Subcommittee Chair must have:</p> <ul style="list-style-type: none"><li>• At least five years of experience in advancement services</li><li>• Expertise in the best practices field to which s/he is assigned</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month: 2 meetings of approximately 1 hour each, plus drafting or revising Best Practices documents)</li><li>• Commitment to lead monthly telecommunication meetings</li><li>• Attend or send designee to the AASP Annual Meeting</li></ul>
<b>Lines of Communication:</b>	Report directly to the Chair, Best Practices. Coordinate fellow volunteers in the completion of assignments. Meet annually with volunteer community to exchange ideas and lessons learned. Lead monthly meeting of subcommittee.
<b>Orientation and Training:</b>	Read AASP by-laws; be familiar with the mission and goals of the Best Practices Committee; learn the content of the best practice entries in the category of practice being chaired.
<b>Times Needed and Place of Work:</b>	Three to five hours per month for the length of appointment by telecommunication, outside assignments as needed, three days during AASP Annual Meeting (or send designee).
<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; exposure to the best practices of our field; recognition of contributions and expertise among professional community; professional development through interaction with leaders in the profession.
<b>Challenges:</b>	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track, particularly for presentation at the AASP Annual Meeting.
<b>Satisfactions:</b>	Rewards from being in meaningful conversations with colleagues, a sense of satisfaction from making an important contribution to the delivery of critical information to members of our field, significance of contributing to professional standards while helping AASP extend effective service delivery.