

Best Practices Committee Job Descriptions

Job Title:	Best Practices Volunteer
Objectives:	Use experience and professional connections to obtain and/or create examples of best practices in one or more Advancement Services categories.
Duties and Responsibilities:	<p>Within the designated time frames and during the AASP Annual Meeting, work together with like-minded colleagues to ascertain appropriate examples of best practices. Follow established project schedule to develop best practices for review\approval by the Best Practice Chair(s) and working committee. Inform best practice content and develop the most appropriate language and descriptions available for our membership and industry colleagues. Must be comfortable in a team environment. Must take initiative and complete assignments.</p> <p>The Best Practices Volunteer must have:</p> <ul style="list-style-type: none">• At least five years of experience in Advancement Services• Expertise in the best practices field(s) to which s/he is assigned• Excellent communication skills• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month)• Commitment to attend monthly telecommunication meetings and the AASP Annual Meeting
Qualifications and Requirements:	
Lines of Communication:	Report directly to the Best Practice Chair(s) in the field(s) of affinity. Work closely with fellow volunteers to complete assignments. Meet annually with volunteer community to exchange ideas and lessons learned.
Orientation and Training:	Read AASP by-laws; be familiar with the mission and goals of the Best Practices Committee; learn the content of the best practice(s) entries in the field(s) of affinity.
Times Needed and Place of Work:	Three to five hours per month for the length of appointment by telecommunication, outside assignments as needed, three days during AASP Annual Meeting.
Benefits:	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.
Challenges:	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.
Satisfactions:	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 a new organization get started in effective service delivery.