

# Program Committee Job Descriptions

## Webinar Chair

<b>Job Title:</b>	Webinar Chair
<b>Objectives:</b>	"Utilize professional expertise and connections to obtain volunteers to present on substantive topics related to the Advancement Services profession.
<b>Duties and Responsibilities:</b>	Define an annual series of professional webinars on Advancement Services topics. Solicit and coordinate presentations for the webinars.  The Program Volunteer should have: <ul style="list-style-type: none"><li>• At least 5 years of experience in Advancement Services</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month)</li><li>• Commitment to attend monthly telecommunication meetings and the AASP Annual Meeting</li><li>• Have professional contacts to facilitate the acquisition of presenters</li><li>• Coordinate annual webinar schedule</li><li>• Coordinate webinar logistics</li><li>• Must be comfortable in a team environment.</li><li>• Must take initiative and complete assignments.</li></ul>
<b>Qualifications and Requirements:</b>	
<b>Lines of Communication:</b>	Report directly to the Program Committee Chair. Work closely with fellow volunteers to complete assignments.
<b>Orientation and Training:</b>	Read AASP by-laws; be familiar with the goals of the Program Committee; review planning materials from last year's conference
<b>Time Commitment:</b>	3-5 hours per month for the length of appointment; additional specific assignments as needed and agreed upon; as applicable: three days during AASP Summit.
<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; exposure to upcoming trends within the profession
<b>Challenges:</b>	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward.
<b>Satisfactions:</b>	Rewards from being in meaningful conversations with colleagues, a sense of satisfaction in contributing to the professional development and profile of the Advancement Services profession

## Summit Track Program Lead – Donor Relations

<b>Job Title:</b>	Track Program Volunteer – Donor Relations
<b>Objectives:</b>	Utilize professional expertise and connections to obtain volunteers to present on substantive topics related to the Advancement Services profession.
<b>Duties and Responsibilities:</b>	Solicit and coordinate presentations for the Annual Conference.  The Program Volunteer should have: <ul style="list-style-type: none"><li>• At least 5 years of experience in Advancement Services</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month)</li><li>• Commitment to attend monthly telecommunication meetings and the AASP Annual Meeting</li><li>• Have professional contacts to facilitate the acquisition of presenters</li><li>• Must be comfortable in a team environment.</li><li>• Must take initiative and complete assignments.</li></ul>
<b>Qualifications and Requirements:</b>	
<b>Lines of Communication:</b>	Report directly to the Program Committee Chair, Nancy Benavente. Work closely with fellow volunteers to complete assignments.
<b>Orientation and Training:</b>	Read AASP by-laws; be familiar with the goals of the Program Committee; review planning materials from last year’s conference
<b>Time Commitment:</b>	3-5 hours per month for the length of appointment; additional specific assignments as needed and agreed upon; as applicable: three days during AASP Annual Meeting.
<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; exposure to upcoming trends within the profession
<b>Challenges:</b>	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward.

## Summit Track Program Lead – Gift Management

<b>Job Title:</b>	Track Program Volunteer – Gift Management
<b>Objectives:</b>	Utilize professional expertise and connections to obtain volunteers to present on substantive topics related to the Advancement Services profession.
<b>Duties and Responsibilities:</b>	Solicit and coordinate presentations for the Annual Conference.  The Program Volunteer should have: <ul style="list-style-type: none"><li>• At least 5 years of experience in Advancement Services</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month)</li><li>• Commitment to attend monthly telecommunication meetings and the AASP Annual Meeting</li><li>• Have professional contacts to facilitate the acquisition of presenters</li><li>• Must be comfortable in a team environment.</li><li>• Must take initiative and complete assignments.</li></ul>
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<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; exposure to upcoming trends within the profession
<b>Challenges:</b>	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward.
<b>Satisfactions:</b>	Rewards from being in meaningful conversations with colleagues, a sense of satisfaction in contributing to the professional development and profile of the Advancement Services profession

## Summit Track Program Lead – Information Management

<b>Job Title:</b>	Track Program Volunteer – Information Management
<b>Objectives:</b>	Utilize professional expertise and connections to obtain volunteers to present on substantive topics related to the Advancement Services profession.
<b>Duties and Responsibilities:</b>	Solicit and coordinate presentations for the Annual Conference.
<b>Qualifications and Requirements:</b>	<p>The Program Volunteer should have:</p> <ul style="list-style-type: none"><li>• At least 5 years of experience in Advancement Services</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 3-5 hours per month)</li><li>• Commitment to attend monthly telecommunication meetings and the AASP Annual Meeting</li><li>• Have professional contacts to facilitate the acquisition of presenters</li><li>• Must be comfortable in a team environment.</li><li>• Must take initiative and complete assignments.</li></ul>
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<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; exposure to upcoming trends within the profession
<b>Challenges:</b>	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward.
<b>Satisfactions:</b>	Rewards from being in meaningful conversations with colleagues, a sense of satisfaction in contributing to the professional development and profile of the Advancement Services profession