

# Survey Subcommittee Job Description

<b>Objectives:</b>	Offer inspiration and leadership to promote best practices for the administration of member surveys and subsequent evaluation of survey results. Under the leadership and guidance of the
<b>Duties and Responsibilities:</b>	Membership or Partnership Committee Chair and/or Board Liaison, discuss and implement membership surveys (e.g., staffing survey, salary survey, vendor survey, others)
<b>Qualifications and Requirements:</b>	The Survey Subcommittee Volunteer should have: <ul style="list-style-type: none"><li>• At least 1-3 years of experience in Advancement Services</li><li>• Excellent communication skills</li><li>• Time to dedicate to this professional volunteer opportunity (approximately 1-3 hours per month)</li><li>• Ability to attend periodic telecommunication meetings</li><li>• Active AASP membership</li><li>• Initiative to complete assignments</li></ul>
<b>Lines of Communication:</b>	Report directly to the Membership or Partnership Committee Chair (dependent on type of survey). Work closely with fellow volunteers, association management staff members, and outside resources to complete assignments.
<b>Orientation and Training:</b>	Read AASP by-laws; be familiar with the strategic goals of AASP; be prepared to submit suggestions and opportunities for maximizing the benefit of member surveys.
<b>Time Commitment:</b>	Average 1-3 hours per month for the length of appointment; additional assignments as needed and agreed upon; as available, three days during AASP Summit and Annual Meeting.
<b>Benefits:</b>	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; ability to provide a voice for current and potential members to promote the best strategies for providing benefits as a return of investment in membership.
<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.