

AASP Best Practices Process & Protocol

Revision Date: October 1, 2016

Best Practices Volunteers

The Best Practices team works together to identify, draft, and revise formal documents regarding the operations of Advancement Services. We have five subcommittees that meet regularly, either monthly or bi-monthly, via telephone conference to accomplish these tasks.

Subcommittees include:

- Prospect Development
- Records Management
- Advancement Management
- Information Management
- Donor Relations and Stewardship

Typically, each subcommittee has 7-12 volunteers. While it is understood that not everyone can make every meeting, it is imperative that you commit to attending regularly.

Ideal Traits of Best Practices Volunteers:

- Passion for advancement services
- Contribute to documenting best practices in advancement services
- Contribute to identifying writers for best practices, or identifying presenters who have content that could be revised into a document
- Contribute to writing best practices documentation
- Analytical thinker: able to think critically about making best practices applicable to a wide audience within the profession
- Able to commit 2-4 hours per month drafting or revising, and meeting with committee
- Able to participate in monthly phone conference call with committee
- Willingness to communicate with peer network to solicit best practice content and contributions

Best Practices team volunteers will be asked to complete a short application describing their interest in the committee and in advancement services more broadly.