

Ethics Committee Job Descriptions

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| Organization: | Association of Advancement Services Professionals (AASP) |
| Job Title: | Ethics Committee member |
| Objectives: | Promote the mission of the AASP Ethics Committee, which is to serve as a resource to the Advancement Services community regarding topics with ethical implications, capitalizing on the experiences of the larger AASP community. The committee works to promote the awareness and discussion of ethics as it relates to our profession, via multiple mediums: website, online newsletters, and as a recognized discipline or “entity” at CASE and AASP conferences (with the topic incorporated within presentations or as separate presentations). For the latter, the committee serves as a resource for the review of curriculum and the provision of collateral materials. |
| Duties and Responsibilities: | Conduct an annual review of the AASP Ethics Statement for relevancy and appropriate updates; monitor the FUNDSVCS list and other Advancement Services threads for discussion related to ethical issues -- convene and provide formal committee response, as appropriate; monitor the Ethics Committee email address (Ethics@AdvServ.org) and respond as appropriate, recommending web and other resources -- advise AASP Board of relevant issues requiring a formal board response, as needed; prepare and provide ethics articles, resources and information via the following mediums – web stories, online newsletters, and conference presentations – on a rotating and regular schedule; work toward the establishment of Ethics as a recognized discipline at CASE and other professional advancement conferences; and, on a rotating annual schedule, serve on the AASP awards selection committee to review and rank nominations. |
| Qualifications and Requirements: | The Ethics Committee member should have experience in Advancement Services, excellent analytical skills, time to dedicate to this professional volunteer opportunity (approximately 2 hours per month), commitment to attend monthly telecommunication meetings, must be comfortable in a team environment, and must take initiative and complete assignments. |
| Lines of Communication: | Report directly to the Ethics Committee Chair. Work closely with fellow volunteers to complete assignments. |
| Orientation and Training: | Read AASP by-laws; become familiar with the mission, composition and responsibilities of the Ethics Committee; review past minutes of Ethics Committee meetings. |
| Time Commitment: | Approximately two hours per month for the length of appointment: specific assignments as needed and agreed upon. |
| Benefits: | Contribution to the Advancement Services profession; association with and sharing of ideas and expertise with professional colleagues. |
| Challenges: | Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward. |
| 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 the AASP organization with effective service delivery. |