

## USASP Committee and Special Interest Group Leadership Official Guidelines

These guidelines are to help USASP Committee and Special Interest Group leadership identify and use USASP resources to conduct their work, including meetings, events, conducting a survey, or holding an election.

### Section 1: Administrative Resources available to Committees and SIGs

- Zoom registration links
- Doodle polling for scheduling
- Video recordings
- Sharing/broadcasting documents and announcements to members
- Google Drive assistance
- Polling
- Election ballots
- Membership statistics
- Event set up and registration

NOTE: Requests should be submitted at least one week prior to the date on which the event/information is required and should clearly identify who is to be the contact person for the request.

Submit requests to [admin@usasp.org](mailto:admin@usasp.org) via email. Please allow a timely window for response (1-2 days). If urgent, please indicate this.

### Section 2: Requests for Additional Resources

- If resources/admin time is required for work not listed in Section 1 above, please prepare a list of items needed with a timeline of due dates for each requested item and submit the list to [admin@usasp.org](mailto:admin@usasp.org) .
  1. Identify who is to be the Committee/SIG contact for the request.
- Upon receiving the list, admin will seek leadership approval, if indicated, prior to providing the resources/time; please allow additional time if unique resources are requested.

### Section 3: Flow Chart Templates

- **Meeting Setup Protocol**
  1. Committee/SIG leadership official (Chair/Co-Chair/designated member) contacts admin to create a Doodle poll for meeting availability along with timeline for how long it will remain open
    - Admin creates Doodle poll
    - Decide who (admin/leadership official) will distribute link for poll
    - Doodle poll link distributed

- Decide when to close Doodle poll
        - The designated time may be shifted based on participation
        - Leadership official may request participation status at any time
        - Admin informs leadership official of poll results
    - 2. Leadership official and admin finalize meeting
      - Admin creates Zoom registration link for meeting
      - Decide who (admin/leadership official) will distribute link
      - Zoom link is distributed
- **Event Setup Protocol**
1. Leadership official contacts admin with a list of resources and time needed for the event. The official will also include a timeline for the event and resources needed to plan and execute the event.
  2. Admin reviews request and seeks USASP leadership approval if indicated due to the nature of the event, resources needed, or timeline potentially competing with existing obligations.
  3. Admin creates resources requested and prepares event backbone
    - Leadership official may request creation status at any time
    - If alterations are requested, please allow for additional completion time
  4. Admin informs leadership official of preparation completion
  5. Leadership official and admin finalize resource list and discuss event walk through/outline
  6. Admin attends and/or assists with event upon request
  7. Admin sets up debriefing meeting with leadership officials
    - Discuss improvements, statistics, etc...
- **Form/Survey Setup Protocol**
1. Leadership official contacts admin to create a form/survey that includes information about the form's contents, who will be completing the form/survey, a timeline for how long it will remain open, and, if needed, a plan for analysing the results of the form/survey.
    - Depending on the complexity and length of the form/survey and who it will be distributed to, this may require review and approval by USASP leadership.

2. Admin creates form/survey and leadership official reviews for final approval
    - Decide who (admin/leadership official) will distribute link for form/survey
    - Form/survey link distributed
    - Decide when to close form/survey
      - The designated time may be shifted based on participation
      - Leadership official may request participation status at any time
  3. Admin informs leadership official of results and/or provides the database for further analysis.
- **Election Setup Protocol**
1. Leadership official contacts admin at [admin@usasp.org](mailto:admin@usasp.org) to create an election. Information required will include a timeline for the election, who is to be included on the ballot and any additional information to be presented as part of the ballot (e.g., personal statement)
  2. Admin creates ballot and leadership official reviews for final approval
    - Decide who (admin/leadership official) will distribute link for ballot
    - Ballot link distributed
    - Decide when to close election
      - The designated time may be shifted based on participation
      - Leadership official may request participation status at any time
  3. Admin informs leadership official of results