

Association Senior Staff Resource Profile (ASSRP)

ASSRP provides a self-assessed snapshot of the individual strengths, skills, traits and authoritativeness of each member of an association's senior staff for review and consideration as to their current and possible contribution to the organization's value proposition, strategic direction, and other performance considerations and metrics.

Information to be provided by client association Chief Staff Executive

Name, title, and length of service of participating senior staff members
Position descriptions (PD) of each
Strategic Planning documents
Annual Report
Organization chart
Current financials

Senior Staff Interview Format

<u>Venue</u>	Virtual
<u>Duration</u>	30 minutes
<u>Format</u>	Each senior staff participant is introduced to the program and is queried as to the development of their career to date, to include current duties and responsibilities. Also discussed is their resource relationship with others on senior staff, i.e., what is gotten <i>from</i> and what is provided <i>to</i> others on the senior staff in the course of performing their duties. Interviewees are next queried as to on what each expects to be working most closely in the coming six months. Each interview closes with the attached <i>Lightning Round</i> questions.

Report to Client CEO

For each participant, the report will include their responses to the *Lightning Round* with comment on their facility in responding to the questions, e.g., speaking to their strengths, skills, and traits - most notably their responses to the 'strengths' (each in three words or less) and their identification as to on what each views themselves to be an 'authority'. Also, each participant's *Lightning Round* responses will be compared to the duties and responsibilities listed in each participant's PD and, if requested, in the context of the association's 18 Fundamentals, attached. Additionally, the report will include a comparison of participant's responses as to what they provide to other senior staff executives, as well as to what they get from each of the others on senior staff. If requested, comment will be offered as to the general compatibility of the senior staff and areas on which the CEO may want to be focusing in the coming months.

ASSRP Lightning Round Questions

Most Notable Professional Strengths (Three words each or less)

1. _____

2. _____

3. _____

Most Notable Professional Skill Areas (Three words each or less)

1. _____

2. _____

3. _____

Three Most notable Professional Traits (Three words each or less)

1. _____

2. _____

3. _____

Authority – In a professional context, on what do you consider yourself to be an ‘authority’, i.e., having a firm basis for knowing and acting?
Up to nine words.

Association Fundamentals*

Issues/Service Driven

Board/Staff Driven

Value Proposition

Networking

Profile

Industry/Discipline Life Cycle

Board Governance

Communicativity

Information

Membership Composition

Values/Culture

Membership Engagement

Staff Quality

Technical Capability

Financial Viability

Strategic Relationships

Mission

Direction

*Source: *Association CEO Handbook*