



## **UNM Administrative Support Alliance General Membership Application**

**Purpose:** This organization has been established as a network of administrative support professionals at the University of New Mexico (UNM) committed to the advancement of the institution's mission and values through service to university leadership, promotion of best practices among peers, and fostering a community of collaboration between university offices, units and individuals.

**Role:** The primary role of the UNM Administrative Support Alliance general members is to actively be involved and promote administrative support and leadership within their position. This will include but not be limited to encourage participation among other administrative staff whenever possible. Members will have training included at ASA general quarterly meetings, learning about administrative processes, ideas and best practices to help aid in becoming more successful in their administrative position(s). Since you will be working with your supervisor, engaging others in your department and/or division to promote an ASA culture including attending meetings, sub-committees and conferences, it is critical to engage their support and approval for your role as an ASA general member. Please discuss these expectations with your supervisor; obtaining their signature showing support of your role with the UNM Administrative Support Alliance.

### **Responsibilities**

- Attend a minimum of 3 of the four quarterly meetings each year.
- Distribute promotional fliers on upcoming ASA events.
- Announce ASA and ASA events in department/division meetings.
- Encourage co-workers to get involved with ASA.
- Bring feedback and requests from co-workers to the ASA Steering Committee.
- Visit the UNM ASA Website and SharePoint site regularly and use the information to encourage and motivate coworkers.
- Work with managers and co-workers to create an administrative support/growth culture with your department/division. (i.e. get some take away ideas from ASA quarterly meetings.)
- Volunteer on at least one sub-committee to help coordinate the bi-annual ASA Conference (i.e. logistics, marketing, etc.)

**Anticipated Time Commitment:** Attend a minimum of three of the four (one hour) quarterly meetings and participate in event planning. This will total approximately one hour per quarter for meeting and events. Assistance with coordinating events may require an additional 2-5 hours per year, depending on involvement. Members will volunteer on an annual basis. Members may elect to serve more than one term. Note: Your input and assistance in continuing the ASA general committee initiative is critical to the success of creating a successful ASA culture at UNM.



**ASA General Member Pledge:** I agree to support the UNM ASA activities with my participation and the responsibilities outlined above. I understand that the success of creating an administrative support and leadership culture at UNM relies on our UNM workforce community being empowered to make informed decisions that positively impact growth within their positions. I agree to help empower our community by being a messenger and motivator.

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Applicant Printed Name

Department

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Applicant Signature

Date

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Supervisor Printed Name

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Supervisor Signature

Date

Once you have obtained supervisor approval please submit your application to: ASA Steering Committee ATTN: Miquella Herrera MSC10 5590. Please make a copy of both pages of the application for your records.