

## ACTION PLAN

### Committee: Ambassador Committee

**Committee Chair:** Jessica Trussell, [trusselljl@missouri.edu](mailto:trusselljl@missouri.edu)

**Committee Chair-elect:** Kate Shumaker, [Shumaker.68@osu.edu](mailto:Shumaker.68@osu.edu)

**Committee Apprentice:** Sara Sprouse, [sprouse@iastate.edu](mailto:sprouse@iastate.edu)

**Committee Past Chair:** Jessica Trussell, [trusselljl@missouri.edu](mailto:trusselljl@missouri.edu)

### Subcommittees:

Marketing/Recruitment: Sara Sprouse

Training: Kate Shumaker

Ambassador Selection: Stacy Reed

**Strategic Plan Goal:** Provide opportunity for members to network, communicate, and share resources.

**Committee Goal:** To provide organization, structure and services allowing Annual Session to run smoothly and professionally.

**Objectives:** To provide organization, structure and services allowing Annual Session to run smoothly and professionally.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Review Ambassador job description	Chair/Committee	1/1/2022
2.	Create Ambassador application	Selection/Chair/Staff	1/1/2022
3.	Create Ambassador agreement	Selection/Chair/Staff	2/1/2022
4.	Create verbiage for letter of appointment for purposes of recognition with administration	Selection/Chair/Staff	2/1/2022
5.	Create marketing for recruitment	Marketing	2/1/2022
6.	Promote Ambassador program at JCEP's ELC and PILD	Marketing/Past President/President	Feb 2022: ELC April 2022: PILD
7.	Create pre-conference Zoom training program for Ambassadors and volunteers	Training/Staff/Chair	Start: Feb 2022 Due: July 2022
8.	Request Ambassador application/representation from Affiliate Presidents through President e-list	Staff/Marketing	Early March 2022

9.	Request Ambassador application/representation through Regional Directors to Presidents	Staff/Marketing /Regional Directors	Early March 2022
10.	Direct email to the membership regarding the application	Staff/Marketing	Late March 2022
11.	Schedule pre/post conference meeting	Staff/Chair	5/1/2022
12.	Schedule Zoom training	Training/Staff	Prior to application launch
13.	Launch application	Selection/Staff	Late May 2022
14.	Communicate with other committees that have volunteer opportunities for scheduling purposes	Staff/Chair	6/1/2022
15.	Collaborate with National Office to finalize available volunteer opportunities within the sign-up system	Staff/Sec/Chair	6/1/2022
16.	Applications due	Staff/Selection	6/1/2022
17.	Ambassador selection completed	Selection	7/1/2022
18.	Order recognizable symbol for on-site	Staff/Committee	7/1/2022
19.	Hold Ambassador Zoom Training	Staff/Training	8/1/2022
20.	Create certificates of recognition to be given at annual session committee meeting	Staff	9/1/2022

The Ambassador Committee would like to request \$1500 to be used to support the committee in 2022.