

2024 ACTION PLAN

Committee: Secretary: Ambassador Committee

Board Representative: Lisa Peterson, Secretary

Committee Chair: Sara Sprouse, sprouse@iastate.edu, Iowa

Committee Chair-elect: Michael Elonge, melonge@umd.edu, Maryland

Committee Apprentice: Ken Stewart, stewart.1982@osu.edu, Ohio

Committee Past Chair: Kate Shumaker, shumaker.68@osu.edu, Ohio

Subcommittees:

Marketing/Recruitment: Sara Sprouse, sprouse@iastate.edu, Iowa

Training: Kate Shumaker, Shumaker.68@osu.edu, Ohio

Ambassador Selection: Jessica Trussell, trusselljl@missouri.edu, Missouri

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/Committees	Jan 2024
2.	Edit/update Ambassador application and agreement	Chair/Selection Committee	Jan 2024
3.	Review and decide on updated recognizable symbol and means of recognition	Chair/Committees	Feb 2024
4.	Edit/update verbiage for letter of appointment for purposes of recognition with administration	Selection Committee	Feb 2024
5.	Edit/update marketing piece for recruitment	Marketing Committee	Feb 2024
6.	Determine plan to submit at least two articles to Secretary for newsletter.	Marketing Committee	Feb 2024
7.	Edit/update poster judging rubric and duties	Selection Committee	March 2024

8.	Edit/update pre-conference online training program for Ambassadors	Training Committee	March 2024
9.	Request Ambassador application/representation/promotion from past Ambassadors, Affiliate Presidents, VP of Member Resources, and Regional Directors through e-lists	Chair/Marketing Committee/National Office Staff	March 2024
10.	Send direct email to membership regarding application	Chair/Marketing Committee/National Office Staff	April 2024
11.	Compile FAQs and contact information from each National Committee to create reference for Ambassadors	Chair/Secretary/ Training Committee/National Office Staff	April/May 2024
12.	Schedule and plan pre/post conference meeting and reserve room	Chair/Secretary/ Training Committee/ National Office Staff	May 2024
13.	Schedule Ambassador online training (early August)	Training Committee/National Office Staff	May 2024 (prior to application launch)
14.	Launch application	Selection Committee/National Office Staff	May 2024
15.	Communicate with other committees that have volunteer opportunities for scheduling purposes	Chair/Secretary	June 2024
16.	Collaborate with National Office to finalize available volunteer opportunities within the sign-up system	Chair/Secretary/ National Office Staff	June 2024
17.	Applications Due	Selection Committee	Late June – Early July 2024
18.	Ambassador selection completed	Selection Committee	July 15, 2024
19.	Order/purchase recognizable symbol and item for recognition for on-site	Chair/National Office Staff	August 2024

20.	Deliver Ambassador online Training	Training Committee/National Office Staff	August 2024
21.	Prepare materials/plans to increase awareness of Ambassadors during Annual Session.	Marketing Committee/National Office Staff	August 2024
22.	Implement group message app after Ambassador online training.	Chair/Secretary	August 2024
23.	Promote sign-up for volunteer opportunities	Chair/Secretary	August/September 2024
24.	Collect recognizable symbol and survey responses during post conference meeting on-site	Chair/Secretary	September 19, 2024
25.	Clear committee member list	National Office Staff	December 2024