

## 2024 ACTION PLAN

**Committee: Secretary - Ambassador**

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

**Committee Chair-elect: Michael Elonge, [melonge@umd.edu](mailto:melonge@umd.edu), Maryland**

**Committee Apprentice: Ken Stewart, [stewart.1982@osu.edu](mailto:stewart.1982@osu.edu), Ohio**

**Committee Past Chair: Kate Shumaker, [shumaker.68@osu.edu](mailto:shumaker.68@osu.edu), Ohio**

### **Subcommittees:**

*Marketing/Recruitment:* **Jessica Trussell, [trusselljl@missouri.edu](mailto:trusselljl@missouri.edu), Missouri**

*Training:* **Kate Shumaker, [Shumaker.68@osu.edu](mailto:Shumaker.68@osu.edu), Ohio; Katie Schlagheck, [schlagheck.11@osu.edu](mailto:schlagheck.11@osu.edu), Ohio**

*Ambassador Selection:* **Stacy Reed, [sls374@psu.edu](mailto:sls374@psu.edu), Pennsylvania**

**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.	No committee meetings chair communicates with committee as needed	Chair/Committees	September-December 2024
2.	Send evaluation link to Ambassadors for one last opportunity: <a href="https://iastate.qualtrics.com/jfe/form/SV_e5TBnfsrXALclGg">https://iastate.qualtrics.com/jfe/form/SV_e5TBnfsrXALclGg</a>	Chair	September 2024
3.	Send Recognition Letter to Ambassador Administrators	Chair	October 2024
4.	Update Action Plan	Chair	September 2024
5.	Clear committee member list	National Office Staff	December 2024
6.	Plan monthly meeting and send calendar invite and Zoom link to committee	Chair	January 2025
7.	Review Ambassador job description	Chair/Committees	January 2025
8.	Edit/update Ambassador application and agreement	Chair/Selection Committee	January-April 2025
9.	Review and decide on updated recognizable symbol and means of recognition	Chair/Committees	February-March 2025

10.	Edit/update marketing piece for recruitment	Marketing Committee	February 2025
11.	Determine plan to submit at least two articles to Secretary for newsletter.	Marketing Committee	February 2025
12.	Edit/update poster judging rubric and duties	Selection Committee	March 2025
13.	Edit/update pre-conference online training program for Ambassadors	Training Committee	March 2025
14.	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 2025
15.	Send direct email to membership regarding application	Chair/Marketing Committee/National Office Staff	April 2025
16.	Send newsletter article to Secretary by May 1	Marketing Committee	April 2025
17.	Compile FAQs and contact information from each National Committee to create reference for Ambassadors	Chair/Secretary/Training Committee/National Office Staff	May 2025
18.	Edit/update verbiage for letter of appointment for purposes of recognition with administration	Selection Committee	May 2025
19.	Send newsletter article to Secretary by June 1	Marketing Committee	May 2025
20.	Schedule and plan pre/post conference meeting and reserve room	Chair/Secretary/Training Committee/National Office Staff	May 2025
21.	Schedule Ambassador online training (early August)	Training Committee/National Office Staff	May 2025 (prior to application launch)
22.	Launch application	Selection Committee/National Office Staff	May 2025
23.	Communicate with other committees that have volunteer opportunities for scheduling purposes	Chair/Secretary	June 2025
24.	Collaborate with National Office to finalize available volunteer opportunities within the sign-up system	Chair/Secretary/National Office Staff	June 2025
25.	Applications Due	Selection Committee	Late June – Early July 2025
26.	Ambassador selection completed	Selection Committee	July 15, 2025

	Send newsletter article announcing selection to Secretary by August 1	Marketing Committee	July 2025
27.	Order/purchase recognizable symbol and item for recognition for on-site	Chair/National Office Staff	July/August 2025
28.	Deliver Ambassador online Training	Training Committee/National Office Staff	August 2025
29.	Prepare materials/plans to increase awareness of Ambassadors during Annual Session.	Marketing Committee/National Office Staff	August 2025
30.	Implement group message app after Ambassador online training.	Chair/Secretary	August 2025
31.	Promote sign-up for volunteer opportunities	Chair/Secretary	August/September 2025
32.	Collect survey responses during post conference meeting on-site	Chair/Secretary	September 2025