

2026 ACTION PLAN

Committee: Secretary - Ambassador

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

Committee Chair-elect: Lisa Peterson, lap5981@illinois.edu, Illinois

Committee Apprentice: TBD

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

Subcommittees: *(Subcommittee co-chairs to be decided)*

Marketing/Recruitment: Jessica Trussell, trusselljl@missouri.edu, Missouri

Training: Katie Schlagheck, schlagheck.11@osu.edu, Ohio

Ambassador Selection: Stacy Reed, 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 2025
2.	Send evaluation link to Ambassadors for one last opportunity: https://iastate.qualtrics.com/jfe/form/SV_e5TBnfsrXALclGq	Chair	October 2025
3.	Send Recognition Letter to Ambassador Administrators	Chair	October 2025
4.	Update Action Plan	Chair	By May 1, 2026
5.	Clear committee member list	National Office Staff	December 2025
6.	Plan monthly meeting and send calendar invite and Zoom link to committee	Chair	January 2026
7.	Review Ambassador job description	Chair/Committees	January 2026
8.	Edit/update Ambassador application and agreement	Chair/Selection Committee	April 2026
9.	Review and decide on updated recognizable symbol and means of recognition	Chair/Committees	February-March 2026

10.	Edit/update marketing piece for recruitment	Marketing Committee	February 2026
11.	Send newsletter article to Secretary for March edition.	Marketing Committee	February 2026
12.	Edit/update poster judging rubric and duties	Selection Committee	March 2026
13.	Edit/update pre-conference online training program for Ambassadors	Training Committee	March 2026
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 2026
15.	Send direct email to membership regarding application	Chair/Marketing Committee/National Office Staff	April 2026
16.	Send newsletter article to Secretary for June edition	Marketing Committee	May 2026
17.	Compile FAQs and contact information from each National Committee to create reference for Ambassadors	Chair/Secretary/Training Committee/National Office Staff	May 2026
18.	Edit/update verbiage for letter of appointment for purposes of recognition with administration	Selection Committee	May 2026
19.	Send newsletter article to Secretary for August edition	Marketing Committee	July 2026
20.	Schedule and plan pre/post conference meeting and reserve room	Chair/Secretary/Training Committee/National Office Staff	May 2026
21.	Schedule Ambassador online training (early August)	Training Committee/National Office Staff	May 2026 (prior to application launch)
22.	Launch application	Selection Committee/National Office Staff	May 2026
23.	Communicate with other committees that have volunteer opportunities for scheduling purposes	Chair/Secretary	June 2026
24.	Collaborate with National Office to finalize available volunteer opportunities within the sign-up system	Chair/Secretary/National Office Staff	June 2026
25.	Applications Due	Selection Committee	Late June – Early July 2026
26.	Ambassador selection completed	Selection Committee	July 15, 2026

	Send newsletter article announcing selection to Secretary for August edition.	Marketing Committee	July 2026
27.	Order/purchase recognizable symbol and item for recognition for on-site	Chair/National Office Staff	July/August 2026
28.	Deliver Ambassador online Training	Training Committee/National Office Staff	August 2026
29.	Prepare materials/plans to increase awareness of Ambassadors during Annual Session.	Marketing Committee/National Office Staff	August 2026
30.	Implement group message app after Ambassador online training.	Chair/Secretary	August 2026
31.	Promote sign-up for volunteer opportunities	Chair/Secretary	August/September 2026
32.	Collect survey responses during post conference meeting on-site	Chair/Secretary	September 2026