

2027 ACTION PLAN

Committee: Secretary - Ambassador

Committee Chair: Lisa Peterson, lap5981@illinois.edu, Illinois (Oct. 2026-Sept. 2027)

**The committee chair is not required to attend NEAFCS annual session; however, it is highly encouraged, or they have designated team members to take on the in-person annual session responsibilities*

Committee Chair-elect: Stacy Reed, sls374@psu.edu, Pennsylvania (Oct. 2027-Sept. 2028)

Committee Apprentice: Katie Schlagheck, schlagheck.11@osu.edu, Ohio (Oct. 2028-Sept. 2029)

Committee Past Chair: Ken Stewart, stewart.1982@osu.edu, Ohio (Oct. 2026-Sept. 2027)

Subcommittees:

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

Selection/Training: Co-Subcommittee Chairs: Katie Schlagheck, schlagheck.11@osu.edu, Ohio and Stacy Reed, sls374@psu.edu, Pennsylvania

Judging Committee: TBD

Strategic Plan Goal: Provide opportunities 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.

Done?	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Plan a monthly meeting and send a calendar invite and Zoom link to the committee.	Chair	October 2026
2.	Send the evaluation link to Ambassadors for one last opportunity and encourage them to join the committee. <i>Set a deadline that aligns with the October committee meeting.</i>	Past-Chair	October 5, 2026
3.	Send Recognition Letter to Ambassador Administrators	Past-Chair	October 2026
	No committee meetings. The chair communicates with the committee as needed.	Chair/Committees	Nov.-Dec. 2026
5.	Clear committee member list	National Office Staff	December 2026

6.		Send the committee listserv an email inviting them to the monthly meetings with the meeting link starting in Feb.	Chair	January 2027
7.		Review the Ambassador job description on the website and set the ambassador training date. Send changes to the national office. <i>Ensure the ambassador training is BEFORE the national office releases the signup genius.</i>	Chair/Committees	February 2027
8.		Review and decide on an updated recognizable symbol and means of recognition	Chair/Committees	February-March 2027
9.		Edit/update marketing piece for recruitment	Marketing Committee	February 2027
10.		Send the newsletter article to the Secretary for the March edition.	Marketing Committee	February 2027
11.		Edit/update poster judging rubric and duties	Judging Committee/Chair	March 2027
12.		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	April 2027
14.		Edit/update the Ambassador application and agreement	Chair/Selection and Training Committee	March/April 2027
		Update 2028 Action Plan	Chair/Committees	By May 1, 2026
15.		Send the newsletter article to the Secretary for the June edition	Marketing Committee	May 2027
16.		Compile FAQs and contact information from each National Committee to create a reference for Ambassadors	Chair/Secretary/Training Committee/National Office Staff	May 2027
17.		Edit/update verbiage for letter of appointment for purposes of recognition with administration	Selection and Training Committee	May 2027
18.		Schedule Ambassador online training (early August)	Selection and Training Committee/National Office Staff	May 2027 (prior to application launch)
19.		Launch application	Selection Committee/National Office Staff	April/May 2027
20.		Communicate with other committees that have volunteer opportunities for scheduling purposes	Chair/Secretary	June 2027

21.		Collaborate with the National Office to finalize available volunteer opportunities within the sign-up system	Chair/Secretary/ National Office Staff	June 2027
22.		Edit/update pre-conference online training program for Ambassadors	Selection and Training Committee	June 2027
23.		Send the newsletter article to the Secretary for the August edition	Marketing Committee	July 2027
24.		Applications Due	Selection and Training Committee	July 10, 2027
25.		Ambassador selection completed. Email the chair the list of selected ambassadors.	Selection and Training Committee/Chair	July 23, 2027
26.		Email selected ambassadors using the selection email template found in Google Drive. Update the template and forward responses to the marketing committee.	Chair	July 26, 2027
27.		Send newsletter article announcing selection to the Secretary for the August edition.	Marketing Committee/Secret ary	July 30-August 2, 2027
28.		Order/purchase a recognizable symbol and item for recognition for on-site	Chair/National Office Staff	Early August 2027
29.		Coordinate with the committee and national office to estimate poster numbers, determine judges needed (typically 4 posters per judge), and recruit backup judges if necessary.	Judging Committee/Chair	Early August 2027
30.		Adjust the poster judging instructions and the poster judging score sheet. <i>They will be attached to the email sent for the request for judges. Send to the committee chair, then to the ambassadors.</i>	Judging Committee/Chair	Early August 2027
31.		Adjusts the dates in the "Call for Poster Judges-NEAFCS Annual Session" email template in Google Drive. <i>If possible, make the judging time NOT during the annual business meeting. Create a new signup genius to make it easy for ambassadors to sign up.</i>	Judging Committee/Chair	Early August 2027

32.		Email the “Call for Poster Judges-NEAFCS Annual Session” email sent by the chair of the judging subcommittee to the selected ambassadors.	Chair	The Monday before the Friday Ambassador Online Training
33.		Implement the group message app before the Ambassador online training.	Chair	August 2027
34.		Deliver Ambassador Online Training	Training Committee/National Office Staff	Mid August 2027
35.		Social media posts to increase awareness of Ambassadors during Annual Session.	Marketing Committee/National Office Staff	Late August/Early September 2027
36.		Promote sign-up for volunteer opportunities	Chair/Secretary	July/August 2027
37.		Divides the posters among the judges so ideally they aren’t judging all the posters or any of them from their region or state (<i>this is ideal, but not always possible</i>).	Judging Committee/Chair	Late August 2027
38.		Be sure each judge will have a clipboard (<i>this was previously provided by the national secretary, but this may change over the years</i>).	Judging Committee/Chair	August 2027
39.		Have a folder designated for judging sheets so that when judges bring them back, they can put them in there. Work with the National Office to determine if a folder will be provided or if a committee member will bring it.	Judging Committee/Chair	August 2027
40.		Schedule a post-judging meeting at the annual session to finalize winners (in Excel), place ribbons, and prepare the chair to announce them during the capnote session.	Judging Committee/Chair	Late August 2027
41.		Ambassador Virtual <i>Team-Building</i> Session	Chair/Committees	September 6, 2027

42.		Email to poster judges with judging instructions. Be sure to attach the cheat sheet and rubric for them to review (although they will be provided on-site). "WEEK BEFORE SESSION-Poster Judges Email Template" is in Google Drive.	Chair	September 6, 2027
43.		Put names on clipboards and write what number posters each person will be judging	Judging Committee/Chair	September 12/13, 2027 (before judging occurs)
44.		Meet to tabulate results, put on ribbons, and the chair announces the winner at capnote or awards ceremony. <i>Put the feedback sheets back with the posters.</i>	Judging Committee/Chair	September 14 <i>after 4 pm</i> , 2027
45.		Schedule a post- annual conference committee meeting to review evaluations and changes for 2028	Chair/Chair-Elect	During September's Committee Meeting