

2023 ACTION PLAN
Committee: Secretary - Ambassador
Secretary – Lisa Peterson

Committee Chair: Kate Shumaker, shumaker.68@osu.edu, Ohio
Committee Chair-Elect: Sara Sprouse, sprouse@iastate.edu, Iowa
Committee Apprentice: Michael Elonge, melonge@umd.edu, Maryland
Committee Past Chair: Jessica Trussell, trusselljl@missouri.edu, Missouri

Subcommittees:

Marketing/Recruitment: Sara Sprouse, sprouse@iastate.edu, Iowa
Training: Kate Shumaker, shumaker.68@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. | Review Ambassador job description | Chair/Committees | Jan 2023 |
| 2. | Edit/update Ambassador application | Selection Chair/Staff | Jan 2023 |
| 3. | Edit/update Ambassador agreement | Selection Chair/Staff | Feb 2023 |
| 4. | Edit/update verbiage for letter of appointment for purposes of recognition with administration | Selection Chair/Staff | Feb 2023 |
| 5. | Edit/update marketing piece for recruitment | Marketing | Feb 2023 |
| 6. | Edit/update pre-conference Zoom training program for Ambassadors and volunteers | Training/Staff/Chair | Start: Feb 2023 Due: August 2023 |
| 7. | Request Ambassador application/representation from Affiliate Presidents through President e-list | Marketing/Staff | Early March 2023 |
| 8. | Request Ambassador application/representation through Regional Directors to Presidents | Marketing/Staff/ Regional Directors | Early March 2023 |
| 9. | Direct email to membership regarding application | Marketing/Staff | Late March 2023 |
| 10. | Schedule pre/post conference meeting | Staff/Chair | May 2023 |
| 11. | Schedule Zoom training (8/16/23 @ 3:00pm EST) | Training/Staff | Prior to application launch |
| 12. | Launch application | Selection/Staff | Late May 2023 |
| 13. | Communicate with other committees that have volunteer opportunities for scheduling purposes | Staff/Chair | 6/1/2023 |

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|-----|--|-----------------|----------------------|
| 14. | Collaborate with National Office to finalize available volunteer opportunities within the sign-up system | Staff/Sec/Chair | 6/1/2023 |
| 15. | Applications due | Selection/Staff | 6/1/2023 |
| 16. | Ambassador selection completed | Selection | 7/31/2023 |
| 17. | Order/purchase recognizable symbol for on-site | Committee/Staff | 8/1/2023 |
| 18. | Hold Ambassador Zoom Training | Training/Staff | Aug 16, 2023 |
| 19. | Market Ambassadors in AS Program book as a resource for on-site assistance | Marketing/Staff | August 2023 |
| 20. | Create certificates of recognition to be given at annual session committee meeting | Staff | Oct 2021 |
| 21. | Collect recognizable symbols and distribute certificates | Sec/Chair | Final day of 2023 AS |
| 22. | Clear committee member list | Staff | Dec 2023 |