

## **AMBASSADORS COMMITTEE**

### **SCOPE AND PURPOSE**

The CASFAA Ambassadors Committee became a standing committee of the Association at the direction of the Executive Council. The Ambassador Chair reports to the Association Services Coordinator.

### **CHARGE OF THE AMBASSADORS COMMITTEE**

1. To request volunteers who are interested in promoting the goals and policies of CASFAA.
2. To have a presence available at CASFAA trainings and functions to promote volunteerism in CASFAA Committees, and encourage members to run for office.
  - a. This would involve a short 1-2 minute presentation at the beginning of each training event.
3. To assist the Conference Committee with the Newcomers' Reception at the annual conference and act as Chair of the event.
4. To determine an appropriate gift for the Newcomers and work with the Special Project Conference Sub-Committee to order the gift. The gift to be distributed at the Newcomers' Reception.
5. To recruit Ambassadors who can help members at the Conference with registering on-site, questions, directions and information.
6. To assist the Registration Committee at the annual conference by being available to run errands and help members register on-site.

### **SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

#### **A. Ambassadors Committee Chair:**

The Ambassador Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President. The Chair reports to the Association Services Coordinator.

#### **B. Ambassadors Committee Members:**

The number of committee members is determined by the Committee Chair and includes representation from each segment, ethnic diversity balance and regional representation.  
(This committee can have as many members as needed to meet its charge.)

C. Committee Size:

Maximum: There is no maximum number of members.

### **COMMITTEE MEETINGS**

There are normally a maximum of four meetings per year that can be accomplished in-person or by electronic or telephonic means. Meetings are normally scheduled prior to the Executive Council meetings for reporting purposes.

### **FINANCIAL RESPONSIBILITY**

1. The committee's reimbursement for attendance at training events (unless the volunteer is already attending the function).
2. Newcomers' gifts (incorporated in the Conference budget)

### **HISTORY OF THE AMBASSADORS COMMITTEE**

CASF AA Ambassador Committee was authorized in 2002. The first chair was Mindy Bergeron, John F. Kennedy University.