UC McMicken Ambassadors Mission

The purpose of the McMicken College of Arts & Sciences Student Ambassadors shall be to function as volunteer leaders who are dedicated to advancing the college and serving as the “face” of the A&S student body. Ambassadors shall engage actively in college events and programs, representing the college with prospective and current students, as well as with alumni. Collegiate pride, service and leadership will be the hallmarks of McMicken Student Ambassador membership.

**Advisor/Ambassador Responsibilities and Outcomes**

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| **The Advisors will…** | **The A&S Ambassador will…** | **Responsibilities & Outcomes** |
| The Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated mission of the organization. | Meet the membership and GPA requirements to be deemed members of the McMicken Student Ambassadors. Ambassadors must maintain a 2.5 cumulative GPA or better and be a matriculated student. | Promoting A&S while developing leadership and professional skills; active engagement in school and organization activities and adherence to the point system. |
| Track and enforce the point system (as outlined below) for engagement in the organization.  | Engage in activities for no less than 40 points in one academic year. | Active engagement in mission of the McMicken Ambassadors. |
| Establish the following committees: Social Committee, Community Service Committee, Retreat Committee, Social Media/Communications Committee, Budget Committee, and Strategic Planning Committee. | Be responsible for either chairing or actively participating in at least one committee with a commitment for one academic year. | Support for the initiatives of the McMicken Ambassador organization and outreach to prospective/admitted students and their guests.  |
| Meet with Committee Chairs on a bi-weekly basis at a time and location to be determined. The meeting will be used to review progress and needs of the McMicken Ambassadors mission and support chairs in their leadership efforts. | Have an opportunity to chair a committee. If you volunteer to chair a committee you will be required to meet bi-weekly with the advisors to review and discuss the progress, mission and vision for each committee. | Growth and development of interpersonal communication skills, organization,and incentivize fellow members in executing the mission of the organization. |
| Be accessible in person and/or via email for questions and concerns regarding any aspect of the McMicken Ambassadors. | Contact one or both of the advisors with any questions/concerns regarding the operation of the organization. | Development of effective communication skills and preparation for future life and employment experiences.  |
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| **The Advisors will…** | **The A&S Ambassador will…** | **Responsibilities & Outcomes** |
| Will be responsible for making sure that the committee chairs have correct dates, times and expectations for events and programs. | Check and respond to email communication from advisors in a timely manner, 48-72 hours. Develop appropriate electronic media navigation and e-communication etiquette and other ambassadors on a daily basis. | Develop appropriate electronic media navigation and e-communication etiquette. |
| Acquire polo shirts for all active ambassadors. | Will wear the polo shirts to all recruitment and outreach activities | The polo shirts provide a visible presence of McMicken College at recruitment and outreach activities. The polo shirt serves as a sense of pride and association to the Ambassadors who are representing their college. |
| Provide and coordinate leadership opportunities for all ambassadors such as: Safe Zone Training, Trans\*101, Student Leadership Conference, Conflict/Resolution and other opportunities to be determined.  | Participate in Leadership Development opportunities and provide feedback/suggestions on future leadership wants and needs. | Development of leadership skills, knowledge of resources on campus and within the community and exposure and understanding of diverse culture of UC and broader world. This will serve as preparation for lifelong learning, employment and professional growth. |

**A&S Ambassadors Committees:**

**Social Committee** – Plan, execute and communicate details for fall and spring social activities such as Bowling Party, Basketball Game Tailgate or other activities chosen by the ambassadors.

**Community Service Committee** – Coordinate, plan, execute and communicate details for community service activities for the fall and spring such as Matthew 25 Ministries, Relay for Life or other activities chosen by the ambassadors.

**Retreat Committee** – Coordinate, plan and execute fall and spring retreats for new and returning members of the Ambassador program.

**Budget Committee** – Charged with coordinating the End of the Year/Graduation Celebration Banquet, Bearcat to Bearcat Callouts (spring and fall) and Bearcat Brunch food budgets. Will provide information for ordering pizza for Bearcat to Bearcat callouts (7 total: 2 fall & 5 spring), End of the Year Banquet (Chipotle, beverages and paper products) and Bearcat Brunches (5 total: 1 fall & 4 spring). This committee will keep an itemized list of expenditures throughout the year. \**Because of PCard Advisors will be responsible for actual purchase of food items and receipts. Advisors will share this information all expenditures with the Budget Committee and provide a copy to them\**

**Social Media/Communication** – Responsible for recording minutes and sending minutes to the General Body and Advisors within 2 business days. Committee will be responsible for updating the A&S McMicken Ambassadors page on the UC website and the updating of Facebook and Twitter at least once a week with current events, upcoming meetings and activities. Supply all websites and social media with photos of current member’s names, majors and contact information as appropriate and requested.

**Strategic Planning** – Responsible for General Body assigning of meeting themes, recording accurate attendance for the General Body meetings and creation of agenda for each meeting. The chair will call the General Body meeting to order and facilitate the agenda. Committee is responsible for emailing attendance to General Body and Advisors within two business days.

Point System

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| College Close Up Sessions (Mondays & Fridays) | 2 points for each session  |
| Open House  | 2 points for each session |
| Bearcat Brunches (4 Spring) | 10 points each event  |
| Retreat | 10 points for attending |
| Salute to Excellence (spring) | 6 points |
| UC Insider (fall) | 10 points |
| Counselor Breakfast (fall) | 2 points |
| Bearcat to Bearcat Chats | 6 points |
| Community Service Events (fall & spring) | 4 points each |
| General Body Meeting | 2 points |

Each Ambassador must acquire 20 points a semester to remain active and in good standing as well as maintain a 2.5 cumulative GPA as a matriculated student.