



AEE Conference Ambassador

AEE Ambassador (Conference Onsite Membership Booth)

Purpose: Provide a face for AEE. Assist AEE in answering member and non-member questions re: everything from membership, volunteer opportunities, webinars, and regional conferences.

Volunteer Commitment: Conference Chair - approximately 4 hours prior to the conference and 2-4 onsite at the International Conference. Committee members 2-4 hours onsite at the International Conference.

Volunteer Location: Volunteers can be located anywhere.

Volunteer Experience/Skills: Volunteers should be a present member of AEE and have held an AEE membership for at least 3 years.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated.

Committee Members:

- Knowledge: Volunteers should be an engaged member of AEE and the EE community.
- Communication: Volunteer should be comfortable in speaking about AEE as well as the EE community.
- Details: Track any questions that could not be answered and follow process for getting those back to the AEE designated person so that the appropriate AEE staff person can follow-up.

Volunteer Benefits: Volunteers in this position will receive the following benefits.

- Opportunity to connect and expand your personal network within the EE community.
- Develop personal communication skills by speaking about AEE.
- Assist AEE in expanding and building the AEE Membership and the EE Community
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception.

Volunteers Outline (Tasks and Deadlines)

- Chair of the Ambassador Committee will be confirmed by July. AEE designated staff contact will provide Chair with the names of any individuals that have shown an interest in volunteering that might be a good fit. Chair and AEE designated staff contact will brainstorm and create a list of other potential volunteers.
- Starting in August, Chair will begin to recruit Ambassadors. Chair will have a confirmed committee by the beginning of September.
- Chair and committee will develop a list of questions they feel might be asked at the membership booth and present to designated AEE staff contact.

- AEE designated staff contact with the assistance of other AEE staff will create a fact sheet re: answers to questions that the Ambassadors may be asked while working the membership booth.
- Designated AEE staff contact will provide Chair with days and times AEE would like the membership booth to be staffed.
- Committee to develop a process to record questions that they can't answer to ensure that they are presented to AEE staff so proper follow-up can be provided.
- Chair will work with volunteers as far as scheduling/assigning shifts based on outlined times provided by AEE.
- Chair and designated AEE staff person will determine whether it is best to hold a pre-conference call to review items that will be provided at booth and review the fact sheet for answering questions or whether this should be done onsite.

AEE Staff Contact: If you are interested in volunteering in this committee please contact: **Dan** at Dan@aee.org or **720-328-1610**.