**ATDKC Ambassador Program**

The mission of the Association for Talent Development –Kansas City Chapter is to promote excellence in the field of learning and development. We encourage active participation through learning and exchanging of ideas to assist members in the areas of: career development, leadership, organizational effectiveness, performance improvement and the advancement of human resource development.

Ambassador Program Rationale

Aligned with our goal to encourage active participation, an Ambassador Program will facilitate the involvement of new members by assisting them in transitioning to the group so they can achieve their objectives for joining the organization. A successful transition to ATD-KC should result in higher member retention rates.

Program Purpose

The purpose of the Ambassador Program is to facilitate the process of welcoming and orienting new members to the organization’s benefits by providing a process for personally welcoming them, assisting them in meeting other members at chapter events, and helping them identify appropriate volunteer opportunities so they can maximize their membership benefits.

Resources Needed

* Director of Ambassador Program
* Tree Ambassadors
* Handout: new member packets

Duties/Responsibilities

* Reach out to new members within one month of membership start
* Set up face-to-face or phone meeting (or monthly meeting)
* Greet new members at each function and introduce them to others
* Facilitate a get-acquainted exercise at each monthly meeting
* Follow-up with new members at the beginning of their fourth month

Description of volunteer position

An ATD-KC Chapter Ambassador will be the first point of contact to new members and will serve as a resource for welcoming and connecting those members to other chapter members. If you enjoy meeting new people, facilitating introductions and making others feel welcome, this is a great volunteer opportunity. Time commitment is approximately four hours per month which includes attendance at the monthly meeting. Competencies include: Interpersonal skills, planning skills, knowledge of chapter benefits, desire to help others.