

CREATE AMBASSADORS

AMBASSADORS FOR COMMUNICATION GUIDELINES

PURPOSE To keep members informed of chapter activities via bulletin board and act as a recruitment tool for non-members.

DEFINITION An Ambassador for Communication is a chapter member that volunteers to increase communication between the chapter and the health care institution employees. To become an Ambassador contact the chapter president and you will gladly be accepted.

RESPONSIBILITIES

1. Obtain permission from employer to use a designated bulletin board (or area of one) to post information about AORN activities. (local chapter and national)
2. Design and decorate the bulletin board with AORN in big letters at the top.
3. Include the following on the bulletin board
 - A. An invitation to join the professional organization for perioperative nurses
 - B. Application form with Chapter 2601 entered on form
 - C. Member benefits
 - D. Why you belong to the Chapter
 - E. Calendar of activities for current year
 - F. Map for each activity location with parking information
 - G. Current copy of Newsletter
 - H. Essay Contest for 1st Time Attendee to Surgical Conference and Expo
 - I. Web address for the Greater Kansas City Chapter www.aornkc.org
4. Extend an open invitation to non-members to carpool with you to the next meeting.
5. Post your name, phone number, email for further information.
6. Place your membership number on the blank application forms for your reward.

NOTE TO COMMITTEE CHAIRS remember to contact via email All Ambassadors when there are special event notices created or you need volunteers. The Ambassador will print and post the notice.

NOTE TO PRESIDENT include copy of these guidelines with each Committee Chair information packet for the summer meeting.

NOTE TO FUTURE AMBASSADORS the chapter needs at least one person from each place of employment represented in our chapter, please email the president.

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