

UMW Ambassadors Organizational Committee Job Descriptions

The mission of the UMW Ambassadors is to foster appreciation for and a lasting commitment to the University of Mary Washington, through programs and activities that 1) provide service to the university; and 2) strengthen links between students, alumni, the university, and the community.

Membership is open to any student interested in strengthening community and loyalty among the UMW constituencies and developing strong leadership and public relations skills.

Organizational Committee acts as a steering committee for the organization, and consists of:

Organizational Chair

- Organizes and presides over organizational committee meetings, and monthly Ambassadors meetings
- Represents the student body and the UMW Ambassadors on the Alumni Association Board of Directors

Organizational Vice Chair

- Must be a junior, sophomore or freshman.
- Works with the Organizational Chair to prepare to take that role the academic following year
- Fills in for the Organizational Chair in the event that he/she is unable to make a meeting, etc.
- Takes minutes at monthly meetings

Homecoming and Reunion Chair (or Co-Chairs)

- Works with Assistant Director of Alumni Relations to determine student volunteer needs for Homecoming and Reunion Weekends
- Recruits volunteers for Homecoming and Reunion weekends.
- Oversees the running of an Ambassadors' concessions booth at the Battleground on Homecoming

Community Relations Chair

- Recruits volunteers for community events, such as Fredericksburg Forum, UMW-Community Orchestra, Executive-in-Residence, and other programs.

Chapter and Regional Programming Chair

- Recruits Ambassadors to represent UMW at alumni chapter events both at the Jepson Alumni Executive Center and in different geographic regions (mostly spring semester).

Publicity Chair

- Promotes membership and involvement with the UMW Ambassadors through Club Carnival and the Ambassadors' bulletin board, which is located in the Campus Center near the Eagle's Nest
- Produces a quarterly e-newsletter containing information on past and upcoming events for distribution to all Ambassadors

Survival Kits Chair (or Co-Chairs)

(The UMW Alumni Association's Fredericksburg Chapter offers a program called "A Little Something From Home". Through the program, parents can order special occasion cakes and survival kits for their students.)

- Recruits students to assist with the packing of survival kits twice each semester.
- Recruits students to deliver survival kits to each dorm on campus during.
- This year's "kit pack" dates are: Tuesday, October 25 (Halloween Kit), Tuesday, December 6 (Fall Exam Kit), Tuesday, February 7 (Valentine's Kit), and Tuesday, April 25 (Spring Exam Kit).

If you would like to take on a more active role in the UMW Ambassadors by becoming a member of the Organizational Committee, please email Jennifer or Sara, and let us know which chair position you would be interested in.

Contact information: Jennifer McKay, Organizational Chair, jmcka4he@umw.edu
Sara Solomon, Assistant Director of Alumni Relations, Advisor, ssolomon@umw.edu or x2063.