



Meeting Ambassador Description and Application NIC Annual Meeting

Washington DC
April 16-21, 2010

Purpose: The NIC is pleased to once again announce the addition of Meeting Ambassadors to our core staff at the Annual Meeting in Washington this year. Up to four Ambassadors will be selected from current staff members serving as entry-level professionals and/or consultants for any of our 73 fraternities.

The Ambassadors will become part of the logistical team at the meeting and be involved in conference preparation, registration, introducing sessions, and logistical concerns. Our goal is to enhance the services we offer our members and improve the efficiency of the meeting.

Benefits: Benefits to participating in the Ambassadors program include networking opportunities with fraternity delegations and associate members, meeting planning experience, attending NIC Congressional Reception, and developing communication skills.

Responsibilities: Ambassadors will play key logistical and ambassador roles during the annual meeting.

On-Site responsibilities include:

- Preparing delegate registration packets
- Greeting and directing delegates to venues
- Promoting Interfraternal interaction
- Serving as information hub for delegates
- Assisting with large group session preparations
- Assisting with Capital Hill Reception
- Other duties as determined on-site
- Coordinating daily on-site registration
- Attending daily staff meetings
- Introducing sessions
- Coordinating signage
- Preparing logistics for meal functions
- Coordinating office closure

Expectations: Ambassadors will be highly visible, front-line staff members. Professionalism is of utmost importance. The Ambassador will be joining an organization with established expectations for the team. These expectations include: being an active team member; responding to needs of the delegates and the needs of the meeting; remaining flexible and patient through the logistics process; maintaining an ever-present positive attitude and sense of humor; honoring the need to be time conscious; expediting responsibilities and requests; dressing professionally; understanding the long hours and daily demands of the meeting, and assisting other team members without fail.

Compensation: The men selected will be compensated with meeting registration, lodging, and meals from Friday, April 16 through Wednesday, April 21. Travel to Washington will be the responsibility of the individual. Ambassadors will be required to stay in assigned shared guestrooms.

Arrival/Departure: Ambassadors must be prepared to begin their work by 11:00 a.m. Friday, April 16. Departure travel can be made for anytime Wednesday, April 21.

To Apply: Simply complete the attached application and answer the four simple questions and return the information to the address included. A letter of recommendation from your supervisor/executive director is encouraged, but by no means required. Submit via email, fax, or mail.

Selection Process: Applications should be submitted by close of business March 5, 2010. Brief phone interviews will be scheduled with selected candidates March 10-11. Those men selected to be Ambassadors will be notified by March 12 in order to make travel arrangements.

Questions/Additional Information: Contact Meghan Ward-Bopp at 317.872.1112 or meghan@nicindy.org for more details.



**North-American
Interfraternity
Conference**

Meeting Ambassador Description and Application NIC Annual Meeting

Washington DC
April 16-21, 2010

APPLICATION

Name _____

Affiliation _____

Contact Information:

Mailing Address _____

City/State/Zip _____

Cell Phone _____

FAX _____

Email _____

Alternate Email _____

Which category best describes your current role?

- 1st Year Consultant
- 2nd Year Consultant
- Other (Please Describe) _____

In which region(s) do you primarily travel?

- Northeast
- Southeast
- Mid-America
- Upper Mid-West
- South
- Mountain-West
- Southwest
- Northwest

Supervisor's Name _____

Phone _____

Email _____

Please respond to the following questions on an attached sheet or electronically:

1. In what ways will this Ambassador experience prepare you for your future professional goals?
2. Describe what you think the actual Ambassador experience will be like.
3. Identify three personal goals you would like to achieve through this experience.
4. Identify three goals you would like to help the NIC achieve through this experience.

Return by March 5, 2010
 North-American Interfraternity Conference
 3901 West 86th Street Suite 390
 Indianapolis, IN 46268
FAX 317.872.1134 or meghan@nicindy.org