



# AMTA Ambassador Program

***Mission Statement: To enhance a new member's experience in AMTA through education, involvement, networking and personal contact.***

Ambassador Duties/Responsibilities:

**First Steps:**

- ☉ Make phone call to welcome the new member to AMTA
- ☉ Take an informal survey of what they do and what they want from AMTA
- ☉ Tell them about and invite them to the next general membership meeting
- ☉ Explain the importance of the Member Memo
- ☉ Explain (briefly) the committees

**After first meeting attended:**

- ☉ Make follow up phone call to see if they have any questions from the meeting or about AMTA
- ☉ Inquire if they are interested in joining a specific committee (and if so, contact that committee chair for follow up)

**For one year:**

- ☉ Send a personalized email reminder before each general membership meeting
- ☉ If they miss a meeting, call and check on them to let them know they were missed
- ☉ As the end of the calendar year approaches, make them aware that renewal notices are being sent and make sure they will renew

If you are an AMTA veteran and would like to serve as an Ambassador for new members please contact:

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