

First Mondays “Ambassadors” – Duties and Responsibilities

A. Background: An **ambassador** is the highest ranking **diplomat** that represents a nation and is usually accredited to a **foreign sovereign or government**, or to an **international organization**.

Sometimes countries also appoint highly respected individuals as **Ambassador at Large** who are assigned specific responsibilities, and they work to advise and assist their governments in a given area. The word is also often used more liberally for persons who are known, without national appointment, to represent certain professions, activities and fields of endeavor.

Merriam Webster defines an “Ambassador” as:

1 : an official envoy; *especially* : a diplomatic agent of the highest rank accredited to a foreign **government** or sovereign as the resident representative of his or her own government or sovereign or appointed for a special and often temporary diplomatic assignment □ **2 a** : an authorized representative or messenger **b** : an unofficial representative <traveling abroad as ambassadors of goodwill

In everyday usage it usually applies to the ranking government representative stationed in a foreign **capital**. The host country typically allows the ambassador control of specific territory called an **embassy**, whose territory, staff, and even vehicles are generally afforded **diplomatic immunity** in the host country.

B. At “First Mondays”, the live networking component of the I Can Still Do That Foundation, we are developing the concept of “Ambassadors” as volunteers who help the organization in specified ways:

1. “Table Ambassadors”- will be subject matter experts who help lead conversations at First Mondays events and Committee meetings. They will help introduce people, explain our mission and programs, facilitate discussions, and take notes of contacts made and ideas generated, to

report back to the Executive Director and full group.

2. “Roving Ambassadors” –will be general “good will” ambassadors, who help explain our Foundation’s mission and programs to third parties and potential partners. They will generally report to the Chief Communications Officer.

3. “Ambassadors Without Portfolio” – will be ad hoc agents to represent the Foundation on specific “missions of mercy” and at specific meetings. They will report directly to the Executive Director.

4. “Young Ambassadors” – will be ambassadors under 25 who show an interest in helping to represent the Foundation.

C. Ethical Guidelines

1. Ambassadors shall put the mission and reputation of the Foundation ahead of their own personal needs and goals. They shall at all times support and promote the good of the Foundation.
2. Ambassadors shall avoid any conflicts of interest while “on duty”. They may distribute their business cards to interested others, but should refrain from promoting their personal projects while “on duty”; they may promote their personal projects to other Advisors and potential partners when not “on duty”. “On duty” will be defined on a case by case basis, but must basically pass “the smell test” (i.e. the appearance of impropriety).
3. Ambassadors must be truthful and respectful of others. They must exhibit the “positive psychology” of the Foundation.
4. Ambassadors shall not make public statements on behalf of the Foundation to the press and shall not enter into any contracts on behalf of the Foundation, without the prior, written approval of the

Executive Director.

- D. Meetings and Training: Meetings of Advisors shall be optional. However, all Ambassadors must come to at least one training meeting. Not all Advisors will be Ambassadors, but all Ambassadors must be Advisors to the Foundation and listed on the Advisory Board.

- E. Volunteers: All Advisors and Ambassadors shall be volunteers, although the Foundation may pay Advisors and/or Ambassadors a stipend or honorarium on a case by case basis, for work done. All such payments are in the exclusive discretion of the Executive Director.

- F. Indemnification: All Ambassadors will be indemnified by the Foundation to the full extent of the law, from and against any claims arising from their performance of their duties as an Ambassador.