

AMBASSADOR POSITION DESCRIPTION

RIMPA GLOBAL

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

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1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
1.0	June 2025	Petá Sweeney	RIMPA Global Board	

2 Related Documents

NUMBER	DOCUMENT NAME	INTERNAL OR EXTERNAL
1.0	Ambassador Program Framework	External
2.0	Ambassador Program Overview	External

3 Position Description Details

DETAILS	
Position Name	Ambassador
Reports to	CEO
Date of Approval	August 2026
Approved by	CEO

4 Role Overview

Ambassadors are responsible for promoting and representing RIMPA Global across local, regional and international levels. This role focuses on building strong networks with industry professionals, fostering a dynamic and inclusive information management community and advocating for the value of records and information management to organisations and society. Ambassadors engage with members locally, contribute to global initiatives and represent RIMPA Global at major events, projects and collaborations. By connecting grassroots communities with international forums, the role strengthens learning, collaboration and innovation while expanding RIMPA Global's reach and influence worldwide.

5 Key Responsibilities

5.1 Networking and Outreach

- Establish connections with local industry professionals, organisations and stakeholders at local, regional and international levels.
- Represent RIMPA Global at events, meetups, forums, and major international industry gatherings.

5.2 Community Engagement

- Engage with members and stakeholders through online and in-person interactions to foster learning, collaboration and innovation.
- Serve as a point of contact for members, answering questions and promoting RIMPA Global programs such as RIMPA Live, Roadshows, Webinars and educational initiatives
- Collaborate with fellow ambassadors to create engagement opportunities and maintain a cohesive global presence.

5.3 Event Planning and Coordination

- Coordinate and host small-scale local and regional events, workshops, or informational sessions

- Partner with Central Office staff to plan and execute outreach activities, from grassroots events to international projects.

5.4 Promotion and Content Sharing

- Share information about RIMPA Global's mission, initiatives and events across social media, email newsletters and industry networks
- Create and distribute promotional materials in collaboration with the marketing team to raise awareness and strengthen RIMPA Global's profile.

5.5 Feedback Collection and Reporting

- Gather feedback on issues affecting the profession at both community and global levels to inform RIMPA Global's future programs and strategies
- Report regularly to the CEO on activities, engagement levels and stakeholder insights.

6 Required Skills And Criteria

Ambassadors **must**:

- Be a member of RIMPA Global (any type)
- Have information management industry knowledge
- Be passionate about and committed to the RIMPA Global vision and brand

Ambassadors **should** have one or more of the following attributes:

- Excellent communication and interpersonal skills
- Strong networking abilities and established local connections
- Ability to coordinate events and manage logistics
- Prior experience in a similar role or in community engagement is a plus.

7 Reporting And Accountability

- Ambassadors report directly to the CEO
- Virtual meetings are held monthly
- In person meetings are held annually at RIMPA Live
- Ambassadors develop individual Action Plan, including goals and KPIs aligned to RIMPA Global's strategic pillars and objectives for approval by the CEO
- Ambassadors report on progress against their Action Plan a) informally at monthly meetings and b) formally to the CEO twice yearly.

8 Time Commitment

The time commitment for each ambassador is made up from participation in the ambassador program + projects undertaken in the ambassadors action plan, including:

- Development of Action Plan and reporting – 1 hour development, 2 hours reporting
- Ambassador Meetings – 12 hours
- Full day local event - 8 hours attending, 30 hours planning, promotion, outreach
- Informal end of year event – 2 hours attending, 10 hours planning, promotion, outreach
- RIMPA Live - 24 hours attending, assistance, meetings (if attending) + 10 hours promotion, outreach.

If you are unable to commit to the requirements but still want to contribute, consider the ambassador lite program or a project ambassador role which have less time commitment.

9 Incentives, Rewards And Evaluation

Ambassadors are evaluated through a performance scoring system that combines structured and unstructured contributions.

The structured assessment (60%) measures success in key areas, including meeting annual action plan goals, contributing to strategic projects, supporting professional development initiatives, and enhancing RIMPA Global's visibility.

The unstructured contribution assessment (40%) rewards exceptional efforts that go beyond standard responsibilities, such as leading strategic projects, engaging in cross-regional initiatives, and showing extraordinary commitment to RIMPA Global's mission.

Ambassadors contributions are rated on scale and ambassadors are eligible for incentives such as recognition awards, professional development support and special features in RIMPA Global communications. This system encourages ambassadors to excel in their roles while recognising their valuable contributions to RIMPA Global's mission and community impact.

Ambassadors are eligible for:


- Free attendance at all local events
- Paid attendance at approved non-RIMPA Global events where identified in the ambassadors action plan and in support of RIMPA Global strategies
- Low or no costs attendance at RIMPA Global led training, workshop and certifications
- Recognition in RIMPA Global publications highlighting ambassador contributions in newsletters, annual reports and at RIMPA Live events
- Free RIMPA Live attendance dependent on meeting project KPIs in the ambassador's action plan + active participation in the ambassador program
- Other recognition at the discretion of the CEO, such as attendance or face to face meeting participation on behalf of RIMPA Global.

Reimbursement for out-of-pocket expenses when travelling or using own resources on behalf of RIMPA Global is negotiated on a case by case basis. Reimbursement may include:

- Phone charge reimbursement for member campaigns
- Car mileage, petrol, taxis or Ubers
- Flights and accommodation at approved events outside of RIMPA Live.

Important note: Reimbursement for loss of income is not included or negotiable.

10 Ambassador Comparisons



Type	Ambassador	Project	Lite
Represent and Promote	Locally and internationally	Locally and internationally	Locally and internationally
Commitment	<ul style="list-style-type: none"> Up to 2 years Action plan Monthly meetings Board Portfolio meetings 	Project duration	Up to 6 months
Rewards	<ul style="list-style-type: none"> Formal Attend RIMPA events, training and RIMPA Live (KPI based) Recognition in newsletter, Annual Report, socials etc 	<ul style="list-style-type: none"> Informal Attend RIMPA events, training and recognition 	<ul style="list-style-type: none"> Informal Attend RIMPA events, training and recognition
Best For	Any career stage	Any career stage	Early and later career stages