**Ambassador Position Description**

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| Position Description Details |
| **Position Name:**  | RIMPA Global Ambassador |
| **Report to:**  | CEO |
| **Date of approval:** | 18th August 2022 |
| **Approved by:** | CEO |

# **ROLE OVERVIEW**

The role of an ambassador is to represent RIMPA GLOBAL by supporting and promoting the vision and objectives locally.

It should be noted that Ambassadors are **not expected to fulfill every key responsibility** listed. You will be required to portray your strengths or preferred tasks as part of the nomination process.

# **KEY RESPONSIBILITIES**

Advocacy

Working with the CEO and Board to deliver key messages relating to the value of the industry and to further increase the IM societal footprint.

Assist the CEO, and where practical co-ordinate collective responses to changes in legislation and standards relating to the IM industry globally.

Identify Opportunities

Assist the CEO and Board in identifying opportunities in areas that will enhance the strategic direction of the company including partnerships, alliances, media opportunities and sponsors

Collect Intelligence

Responsible for the collection of local information to be shared with Central Office and the Board relating to

* industry issues or trends
* legislation and policy changes
* quality presenters for local conferences/seminars
* country/state/territory Archives changes
* member industry movements
* event venue options

Promote RIMPA GLOBAL

Promote RIMPA GLOBAL and associated benefits to non-members by:

* Presenting at like or alternate industry seminars
* Participating in panel discussions as required
* Hosting or manning approved career expo or other trade stands
* Attending educational graduation ceremonies

Member Engagement

* Where possible to be a contact for local members on general RIMPA GLOBAL information.
* Invest time in:
	+ Attending local events
	+ Writing newsletter articles or completing book reviews
	+ Promoting company award nominations (encourage and assist members in nomination process where appropriate)

Stakeholder Management

Assist Central Office staff in the management of industry partners, alliances, educational institutions, and other vendors to achieve:

* Consistent standards in RIMPA GLOBAL offerings
* Improved ideas and processes for the vendor experience (annual vendor information sessions)
* Input into legislative and relevant policy via regular meetings with local archives offices
* Relevant educational opportunities through the assessment of offerings

RIMPA GLOBAL Representative

Represent RIMPA GLOBAL on external committees or groups as required. These may include focus or advisory groups, archive offices or committees in your local area.

# **REQUIRED SKILLS AND CRITERIA**

Ambassadors **must**

* Be a member of RIMPA GLOBAL (any type)
* Be able to attend RIMPA Live
* Have information management industry knowledge
* Be committed to the RIMPA GLOBAL vision and brand

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

* Well-spoken and articulate
* Be able to travel domestically
* Knowledgeable in RIMPA GLOBAL practices and policies
* Confident to present or act as a master of ceremonies at events
* Vibrant and passionate in order to promote and sell RIMPA GLOBAL
* Able to manage vendors and stakeholders
* Interested in industry advocacy

# **REPORTING AND ACCOUNTABILITY**

* Ambassadors will report directly to the CEO
* Virtual or in person meetings to be held at least twice per year.
* One on one meetings to discuss performance and achievements to occur annually.
* Possible in person meetings when CEO is visiting an ambassador’s location.

# **TIME COMMITTMENT**

It is envisaged that Ambassadors will require approximately 2 hours per week to undertake **their preferred area of interest**.

Estimated time requirements include:

* RIMPA Live x 3 days (24 hours)
* 3 x full day local events (24 hours)
* Meetings x 10 hours
* Advocacy x 8 hours
* Member Engagement x 20 hours
* Representing RIMPA GLOBAL at non-RIMPA GLOBAL events x 16 hours
* Stakeholder Management x 8 hours
* Working Groups and or Committees x 14 hours

# **ROLE INCENTIVES**

Ambassadors will not be out of pocket for RIMPA GLOBAL related activities and are to be reimbursed for associated costs when traveling or utilising own resources.

May include but not limited to:

* Phone charge reimbursement for member campaigns
* Car mileage or petrol
* Stationery and equipment
* Taxis or Ubers
* Flights and accommodation at approved events outside of RIMPA Live

***Important note***: This does not include reimbursement for loss of income unless otherwise agreed by the CEO.

In addition, ambassadors will receive:

* Free attendance at all local events
* Paid attendance at approved non RIMPA GLOBAL events when undertaking promotions and marketing
* A fully paid ticket to RIMPA Live and 2 nights’ accommodation (flights not included)