



ACORN Ambassador Guidelines

ACORN Volunteer Ambassador Guidelines ACORN Board 2010 - 2012

Definition

An official envoy
An authorised representative or messenger
An unofficial representative (ambassador of goodwill)

Background

For some time the ACORN Board has been considering the introduction of a formal role for past ACORN Presidents and Board Members. It is recognised that a person who serves on the Board develops a wealth of knowledge, skills and abilities, and once the term of service as an ACORN Board member concludes there is no formal avenue to continue to contribute to the activities of the ACORN Board.

Subsequently every two years, the corporate knowledge and valuable resource of each past Board member is lost to ACORN. It also affects the workload of the current volunteer Board and adds to the steep learning curve for new Board members.

As part of the ACORN Strategic Plan developed at the February 2011 Board Meeting, the Board supported an initiative to form more strategic alliances and within this strategy the need to identify a formal role for Past Presidents and Board members was considered.

The Board believes that this role would be one that promotes these individuals as Ambassadors for ACORN.

Position Overview

A voluntary position for the Australian College of Operating Room Nurses has been created to acknowledge the expertise, experience and dedication to perioperative nursing of past ACORN Representatives, Directors and Executive teams.

The Board recognise that past Board members have corporate knowledge and skills that new Boards should be able to tap into as an ongoing resource.

Ambassadors may be utilised to sit on external committees representing ACORN.

The positions will be utilised to further promote the actions and business of the College.

ACORN may identify relevant personnel and engage in correspondence in order to promote this position but past Board members should be encouraged to self nominate.

Ambassadors will play a vital role within the College.

This is an unpaid volunteer position. No funds are allocated to this position when undertaking the yearly budget.

Ambassador Resources

Ambassadors will have marketing and promotional material to identify them as ambassadors, including but not limited to:

- Certificate
- Badge
- Reduced rate for ACORN Conference (cost to be advised)

Application process

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| 1. | Applicant must be a past member of the ACORN Board |
| 2. | Demonstrate willingness to assist with the work of the College i.e. assist at conference |
| 3. | Application by a formal expression of interest and cover letter to the ACORN Board via chair of marketing outlining the applicants interests in relation to perioperative nursing and their current employment status |
| 4. | Board will accept/reject applications at first available Board meetings |

Key Duties of the ACORN Ambassador

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| 1. | Support and acknowledge the work of ACORN |
| 2. | Promote the activities of the College at all times |
| 3. | Have no bias to any particular person or company |
| 4. | Respond to the needs of the College |
| 5. | If possible attend ACORN and/or Local Association Conference and promote activities of the College (i.e. Biennial Conference, Standards, training material) |
| 6. | Promote the work of advancing perioperative practice |
| 7. | Assist with conference activities, such as supporting international delegates and plenary sessions |

Organisational Relationships

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| Reports to: | Marketing Committee Chairperson |
| Responsible to: | Marketing Committee Chairperson |