Alumni Ambassadors Group
Terms of Reference

PURPOSE
The purpose of the New Brunswick Community College (NBCC) Alumni Ambassador program is to promote community among alumni and NBCC for the benefit of the College. Ambassadors shall provide support, guidance, input, and feedback on NBCC Alumni activities and initiatives. The ambassadors shall serve as a resource for NBCC in advancing the College’s mission. The ambassador group will have at least one representative from each of the six NBCC Campus regions.

MEMBERSHIP
- Ambassadors are required to be:
  - A proud NBCC Graduate
  - Commit to a one-year term as an Alumni Ambassador. Additional commitment will be renewed based on participation
  - Be willing to help promote NBCC Alumni Activities and initiatives via social media
- Membership is volunteer-based through an expression of interest for a one-year renewable period
- Membership will be reviewed annually based on participation
- NBCC reserves the right to remove any members at any time
- There will be no financial compensation for participants in the NBCC Alumni Ambassador Program

ACCOUNTABILITY/ROLE
Alumni Ambassadors support NBCCs work to stay connected with graduates at home and around the world. An ambassador’s role is to support the College and NBCC Alumni by contributing time and consideration to promote and support activities. Examples of these activities may include such things as:

- Participating in local NBCC events
- Serving as selection committee members for Alumni Recognition Awards
- Serving on a scholarship evaluation committee
- Assisting in planning local NBCC Alumni events, attending, or acting as a liaison in planning
- Demonstrating a positive attitude and advocating on behalf of NBCC
- Being active in social media and sharing NBCC Alumni related news as appropriate
- Leverage social media to help promote NBCC events and initiatives

SHARING OF INFORMATION
- The NBCC Alumni Coordinator will share information and communications via email with the Alumni Ambassador group.
• A quarterly summary email will update the NBCC Ambassadors of NBCC Alumni’s upcoming activities, results of previous activities, and provide an opportunity for feedback on potential opportunities and NBCC alumni’s activities as a whole.

• When appropriate, the NBCC Alumni Coordinator will work directly with individuals on regional activities.

CHAIR AND CO-CHAIR

The NBCC Office of Advancement will appoint an Alumni Chair and Co-Chair. The Chair and co-chair can act as official spokespeople for NBCC Alumni and will participate in NBCC events. If the Alumni Chair is unavailable for an event, the responsibility can be delegated to a co-chair or another NBCC Staff member.

• Chair and Co-chair roles will be for two-year terms.

• The Co-Chair will transition into the role of Chair at the end of their term.