



## Chapter Ambassador Program

### Position Description

**Overview:** The IEC Chapter Ambassador Program has been established to assist IEC Chapters in various aspects of chapter development. Chapter Ambassadors are leaders within the IEC community who have areas of expertise and are willing to share their knowledge with other chapters. Chapter Ambassadors exemplify the values and ethics of the merit shop industry and serve as an official representative of the organization.

Ambassadors will share their experience and best practices with chapters on topics ranging from association management to education and training. Ambassadors will also help promote new and ongoing IEC National programs, benefits, and initiatives that can assist with the future success of an IEC Chapter.

Chapter outreach from Ambassadors will be utilized in either of the following occurrences:

- The start of a new chapter
- Chapters requesting assistance
- For a new Executive Director to have an experienced Executive Director as a go to person
- Upon review of the annual Chapter Assessment by the Membership Committee

**Qualifications:** We welcome experienced Executive Directors or Electrical Contractor Members who have been involved at the chapter or national level and who are willing and able to share their area of expertise with another chapter to apply to become a Chapter Ambassador.

**Commitment:** We ask Chapter Ambassadors to serve a minimum of two years. The commitment of quality of time is of greater importance than the possibility of travel to a specific chapter. Chapter Ambassadors may choose to meet with the specific chapter via email, phone calls, virtual meetings or in person as needed.

**Training:** IEC National staff will provide Ambassadors with training on the program's goals, objectives, and expectations.

**Location:** A regional concept will be kept in mind when Ambassadors work with a Chapter. When an Ambassador is not available in that region, or additional skillsets on a topic are needed, Ambassadors outside that region may be requested to assist.

### **Expectations of a Chapter Ambassador:**

- Systematically meet with the assigned Chapter.
  - This can be accomplished with whatever method works best for the Chapter and the Ambassador (e.g. in person, phone or electronically).
- Investigate, obtain, and deliver solutions or resources needed for that specific Chapter.
- Systematically provide a progress report on both the development of that specific Chapter as well as to the improvement of the Chapter Ambassador Program.
  - Those Chapters that work with an Ambassador will also be asked for these same reports.
- Chapter Ambassadors will encourage chapters to participate at the National level.
- The duration the Chapter Ambassador works with a specific Chapter will be determined by the needs of that specific chapter. However ongoing checks-ins will take place.

### **How to apply to be a Chapter Ambassador:**

- Complete the Chapter Ambassador Application (a separate document)
- Submit the completed application to Walt Czynnik at [wczynnik@ieci.org](mailto:wczynnik@ieci.org)

Independent Electrical Contractors (IEC)  
2900 S. Quincy Street, Suite 720 \* Arlington VA \* 22206  
(703) 549-7351  
[www.ieci.org](http://www.ieci.org)

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