

4-H Alberta
Ambassadors
Terms of Reference



CANADA
4-H Alberta

4-H Alberta Ambassadors are dedicated, passionate Senior Members who serve as mentors and role models within the 4-H community; supporting clubs, districts, and regions through programming, workshops, and events. They engage with members at various levels, offering guidance and promoting the core values of 4-H, such as Positive Youth Development and “Learn To Do By Doing.” Ambassadors actively participate in regional meetings, communicate and collaborate with 4-H Alberta staff and regional leaders to make sure they are fulfilling their duties. Ambassadors must maintain communication standards, complete required training, and fulfil responsibilities at both regional and provincial levels, all while upholding the integrity and safety standards of 4-H Alberta.

4-H Alberta Guiding Principles:

- 4-H is for youth, by youth and with youth
- 4-H is “Learn to Do by Doing”
- 4-H is fun for members, volunteers, and families

4-H Alberta Ambassadors’ Purpose:

- Be a mentor and role model for 4-H in the community
- Support 4-H at the club, district, region, and provincial levels through programming, workshops, events, and more
- Promote [Positive Youth Development](#) in all 4-H opportunities
- Provide opportunities for 4-H Members and Leaders to “Learn to Do by Doing” within the four [Leadership Development Pillars](#)
- Advocate for 4-H Members at all levels

Ambassador Requirements

This list of Ambassador Requirements is for external use. There are additional requirements for their role outlined in internal documents.

- Complete at least two Annual Provincial Opportunities
- Complete at least two Annual Regional Opportunities
- Have one representative at each Regional Meeting that they are invited to and deliver an Ambassador update at the meeting
- Complete 4-H Alberta's Youth Safety Training
- If 18 years or older, complete one more Leader Training (Commit to Kids) and 4-H Alberta’s Volunteer Screening process, including a Vulnerable Sector Check

Provincial Involvement

Ambassadors will be involved in at least two provincial opportunities yearly.

Regional, District, and Club Involvement

Ambassadors are expected to participate in at least 2 opportunities annually in their Region and its districts and clubs. More than one Ambassador can work on an opportunity.

Ambassadors can work with their region's Area Coordinator and regional volunteers to fulfil this commitment with either a new or existing opportunity. Examples: being a part of a planning committee, running a workshop, etc.

Regions, Districts and Clubs can request Ambassador attendance at an event in their area by using the following request form:

Ambassadors are required to have at least one representative at each regional meeting and provide a report at the meeting of what they have been working on. This report must contain what all the Ambassadors have been doing and be signed off by all Ambassadors.

Operation

Selection

- Selection of Ambassadors occurs once a year through an application and interview process
- Applications are open in September.
- Interviews are conducted in October each year by a panel consisting of but not limited to sponsors, board members, leaders, and volunteers.
- A maximum of fourteen Ambassadors will be selected per year.
- Ambassadors must be a current Senior Member in good standing at time of selection.
- All Ambassadors must have completed at least 3 years as a 4-H Alberta Member.

Service Term

- Ambassadors will serve for a two year term
- A maximum of twenty-eight Ambassadors (fourteen returning and fourteen new) will serve each year

Roles and Responsibilities

Ambassadors and Designated 4-H Alberta Staff Member

The Designated 4-H Alberta Staff Member is here to support all Ambassadors to meet the expectations of the role and flourish in this position as a leader in their community.

The Designated 4-H Alberta Staff Member is required to communicate all expectations of the Ambassadors (in the agreement), to provide meaningful training on this position, as well as, support through those expectations if that is creating connections, providing guidance, and ideas.

All questions regarding the Ambassador position are to be directed to this designated staff member.

Communication must maintain the Rule of Two and be during appropriate hours of the day.

Ambassadors and Area Coordinators

Area Coordinators can be an important resource for Ambassadors to support the connection and involvement in an Ambassador's Region.

It is important to remember that an Ambassador is here to serve the Region primarily and that Area Coordinators are a connection to the Region.

The Designated 4-H Alberta Staff Member must be cc'd to be kept in the loop and to maintain the Rule of Two. Area Coordinators can reach out to the Designated 4-H Alberta Staff Member for any questions about the Ambassador role.

Ambassadors and Regions

Ambassadors are responsible for attending all regional meetings (a minimum of one Ambassador at each meeting) and providing opportunities for the region each year (detailed above).

Regions are responsible for inviting Ambassadors to the regional meetings in advance.

The Region can reach out to the Ambassadors with ideas and invitations to events in their Region. The Ambassador will attend if they are able. Please use the request form: [Click Here](#)

The Designated 4-H Alberta Staff Member must be cc'd on communication to be kept in the loop and to maintain the Rule of Two.

If the Region is looking for additional support or guidance about Ambassadors, they can reach out to the Designated 4-H Alberta Staff Member

Ambassadors and Districts

Ambassadors can provide support and opportunities in their region's districts where applicable.

A District can reach out to the Ambassadors and Region with ideas and invitations to events in that District. The Ambassador will attend, support or help organize if they are able.

The Ambassador is encouraged to show initiative in this area and offer support where they see it could help. Please use the request form: [Click Here](#)

The Designated 4-H Alberta Staff Member must be cc'd on communication to be kept in the loop and to maintain the Rule of Two.

Districts can reach out to the Designated 4-H Alberta Staff Member for more information on the Ambassador role.

Ambassadors and Clubs

Ambassadors can provide support and opportunities in their region's clubs where applicable.

A club can reach out to the Ambassadors and Region with ideas and invitations to events in the area. The Ambassador will attend, support or help organize if they are able.

The Ambassador is encouraged to show initiative in this area and offer support where they see it could help. Please use the request form: [Click Here](#)

The Designated 4-H Alberta Staff Member must be cc'd on communication to be kept in the loop and to maintain the Rule of Two.

Clubs can reach out to the Designated 4-H Alberta Staff Member for more information on the Ambassador role.

Ambassadors and their friends and family members

Ambassadors are responsible for all aspects of their role as an Ambassador. All communication, training, and duties must be completed by the Ambassadors themselves.

The Designated 4-H Alberta Staff Member will communicate directly to Ambassadors and will use other staff members to maintain the Rule of Two.

Ambassadors and other members

Ambassadors are leaders within members and it is important to keep in mind that no matter where they are, in a 4-H context they are perceived as a person of authority, a resource, a leader, and a mentor. This role must be taken seriously.