**Management Education & Development (MED)**

MED Ambassador Program

1. Goals.

To effectively recruit, select, and appoint “MED Ambassadors” who can: (1) represent their country (preferred) or a relevant geographical region (when more than one country ambassador volunteers and the need for another volunteer is deemed useful) before the MED membership, and (2) represent MED in relevant activities within their country or region. They will be referred to as “MED Ambassador to <insert country or region here>.”

1. Expectation of Service.

A MED Ambassador is a volunteer who will serve the division during a three-year period, renewable only once, based on merit and common agreement. The expectation is that Ambassadors will introduce new members from their region of origin to the division and encourage them to participate in MED’s activities. Current Ambassadors are expected to encourage applications for their succeeding Ambassadors since the beginning of their third (or sixth) year of service, or as soon as they are elected or appointed to another MED office.

Since all MED elected officers represent MED in their country or region, a person ought not to serve in two volunteer roles in MED at once (e.g., as both a divisional officer and MED Ambassador).

Ambassadors should send a brief written report of their initiatives once a year to the Ambassador Coordinator who will gather these reports and brief the Division Chair, the Executive Committee (EC) and the MED membership at least once per calendar year. New members, regional initiatives, as well as events where the MED Division can participate and its mission is promoted, are among the topics that may be included, but Ambassadors are encouraged to creatively construct their roles in ways that are beneficial to our mission and profession in coordination with MED’s leadership. Neglecting this reporting obligation may be considered an implicit resignation from the Ambassadors volunteer.

1. Requirements for application.

Applicants to the MED Ambassadors program must be MED members of the Academy of Management. Applicants who have submitted proposals to the division’s annual meeting will be preferred. Applicants should commit to attend the AOM annual meeting during their three-year period as an MED Ambassadors; exceptions to this should be communicated to the MED Ambassador Coordinator or a divisional designee for this purpose.

1. Application process flow diagram.

Start

Applicant fills out application

Applicant sends his/her information online

MED interviews the applicant

No

Yes

MED EC needs clarification??

MED asks applicant to clarify



End

MED Ambassador starts his/her service period

MED sends notification of acceptance

End

MED sends notification of non-acceptance

No

Yes

Acceptance?

1. Application form.

**Please apply after ensuring you are a current member of the MED Division.**

First Name: Last Name:

Address:

State: Country:

Email: Phone #:

Affiliation:

Job position and/or title:

If you have submitted proposals (such as papers, PDW or caucuses) to the AOM

meeting in the last three years, please write the submission titles and the divisions

to which you have submitted:

Why are you interested in the Ambassadors program (in about 150 words)?

1. Interview.

The Ambassador Coordinator is responsible for organizing the selection and for collecting applications and reports. The Ambassador Coordinator or any member of the Executive Committee (EC) can conduct selection interviews. If possible, the interview should be conducted by a member who is familiar with the geographic area the candidate would represent. The EC member who is interviewing should have no conflict of interest. Interviews are coordinated by the Ambassador Coordinator and may be either conducted face-to-face (for example during the annual meeting), or using electronic communication means (e.g., Zoom, Skype, telephone, etc.). Interviews should be concise and last about half an hour. The interviewer is responsible for submitting an interview report to the Ambassador Coordinator.

The following questions are suggested:

1. Why do you think you can be a successful MED Ambassador?

2. Tell us about your experience with MED, other AOM divisions, Special Interest Groups (SIGs) or committees, or other academic associations.

3. What are the specific achievements you would like to deliver during your three years as an MED Ambassador?

Other questions, formulated by members of the board, are welcome on an as-needed basis.

1. Notification of acceptance and official appointment.

All members of the MED EC will have the opportunity to vote or raise objections to, whom is appointed MED Ambassadors. Decisions should be based on candidate’s application and interview report.

Once a decision has been made, a notification letter to the applicant will be sent by the Ambassador Coordinator or a designee (e.g., Membership Coordinator) in the name of the MED Chairperson and MED division.

New MED Ambassadors will be officially appointed during the annual meeting of the AOM and their service will commence in conjunction with elected MED officers, or as the current MED Chairperson decides, with the support of the EC.

1. Ambassador Coordinator

The Ambassador Coordinator is the main person in charge of the execution of the program. His or her tasks include:

1. acting as the main contact and go-to person for all stakeholders (e.g. ambassadors, EC members, division members),
2. recruiting new ambassadors, collecting applications and advertising the program before, during, and after the annual conference (e.g. also using MED Connect, Facebook or any other acceptable media),
3. conducting or organizing the interviews and preparing interview reports and recommendations (this task may be done with the assistance of others),
4. coordinating the interview in cases where a member of the Executive Committee (EC) who is (more) familiar with the geographic area the candidate would represent conducts the interview and prepares the report,
5. preparing the votes for potential MED Ambassadors candidates by providing the MED EC with the candidates’ applications and interview reports on a regular basis,
6. sending a notification letter to candidates after the vote,
7. preparing the paper work (e.g. certificate of appointment) for the official appointment of new Ambassadors at the at annual meeting of the AOM,
8. managing the Ambassadors annual reports and briefing the Division Chair, the Executive Committee (EC) and the MED membership at least once per calendar year.
9. Additional information.

Any changes to this program may be implemented after the MED EC approves of them by simple majority vote.

Program description developed by Olivia Hernández-Pozas and Otmar Varela, with input and ideas from Sabine Hoidn, Peter McNamara, Emmanuel Monod and Miguel R. Olivas-Luján in 2018.