Smith Day Ambassadors Description & Responsibilities

In an effort to reach the entire Smith community, we need your help! Smith Day Ambassadors will play a significant role in ensuring alumni, faculty, staff and students from across the globe are able to participate in the event. The ambassadors can get involved in one or more of the following three ways:

1. **Online:** Online ambassadors can help promote and share the events, participate in polls, and share favorite Smith memories, faculty/staff, photos, etc. Using your personal social media accounts, encourage conversations and interactions with members of your fellow Smith communities.

   **Responsibilities Include:**
   - Staying on brand with the Smith Day social media guidelines and example posts
   - Listening to, participating in and encouraging the conversations occurring within the Smith communities before, during and after Smith Day
   - Using the #UMDSmithProud hashtag in all relevant social media posts

2. **On campus:** Campus ambassadors are perfect for Smith faculty, staff and students who will be on the various Smith campuses on Smith Day. These ambassadors should be available to participate in the activities for a block of time between 10 a.m. and 2 p.m. in College Park.

   **Responsibilities Include:**
   - Informing your colleagues, students and/or classmates about the importance of Smith Day prior to the event date of Wednesday, November 13
   - Encouraging your colleagues, students and/or classmates to participate in the activities taking place in the Van Munching Hall atrium on Wednesday, November 13
   - Helping to staff the activity stations in the Van Munching Hall atrium and answering questions about Smith Day that fellow faculty, staff, students or alumni might ask

3. **In your town (Alumni only):** Are you interested in hosting a social event in your city to celebrate Smith Day? We are looking for alumni interested in serving as Smith in Your Town volunteers to help organize a social event on the evening of Wednesday, November 13 in cities where we do not currently have an official Smith Alumni Club.

   **Responsibilities Include:**
   - Securing an event space
   - Encouraging your local Smith network to attend the celebratory event
   - Coordinating logistics the day of the event