

Core Ambassador Responsibilities

- Complete the [Core Ambassador Agreement](#) and scan and email it to [Lisa McLaughlin](#) at lisamclaughlin@apta.org
- Maintain “[Loop Link](#)” for your state, including a Faculty Contact and Student Representative from each program, direct communication with Chapter Leadership, and SSIG (if applicable)
- Effectively communicate information from SABoD and State Chapter to your Program Contacts and vice versa. This includes but is not limited to:
 - Correspondence with all SABoD liaison communication within 48 hours, as consistent with policies and procedures
 - Update [Program Accountability Form](#)
 - Cc-ing the SABOD VP on emails that are sent to the Program Contacts
- Complete 1-3 APTA projects/presentations during term
 - Includes completed documentation of project/experience in “[Core Ambassador Project List](#)” Document
 - For ideas on how to advocate and advocacy activities, visit <http://www.apta.org/StudentAdvocacy/>
 - Also look at [Past CA Projects](#) document for additional ideas
- Update *CA Checklist* at least once a month
- Become an [APTA Student Brand Champion](#)
- Join [PTeam](#) to receive legislative e-mails
- When attending Combined Sections Meeting, NEXT, and/or National Student Conclave, volunteer time at the Student Assembly booth
- Select, mentor, and assist the SABOD with the transition of a successor for your Core Ambassador position three months prior to NEXT Conference.
 - Includes but is not limited to:
 - Lead transition meeting with successor
 - Completion of Core Ambassador Agreement
 - Introduction to faculty contacts at all of the schools within your state
 - Initiation of relationship with SABoD liaison
 - Complete CA Exit Form

Standard Term: NEXT Conference to NEXT Conference