



## **ACT! Ambassador Constituent Teams Job Descriptions in a Nutshell**

**State Lead Ambassador:** The State Lead Ambassador (SLA) will work with appropriate staff partners and other volunteers to set recruiting, fundraising, training, and campaign goals for the state team of ambassadors. He/she will become the key volunteer contact for the state's U.S. Senators. State Lead Ambassadors will also assist in recruiting Ambassador Constituent Team (ACT!) Leads for their state (one per congressional district) and setting expectations for the building of these ACT! teams. The State Lead Ambassador will communicate regularly with both the staff partners and ACT! Leads to plan and implement strategies to accomplish their goals.

**ACT! Lead:** Each Congressional District will have an ACT! Lead, who will be the primary volunteer contact with the member of Congress from that district. ACT! Leads will recruit and convene additional local volunteers called ACT! Chairs to lead district efforts on four specific work areas of our advocacy agenda: Advocacy through Relay for Life, CAN fundraising, media advocacy, and traditional **mobilizing** around our issues, or otherwise known as ACT!on. Depending on the make-up and geography of the district, each of these team chairs may recruit additional ambassadors to assist in carrying out their function.

**Relay CAN Chair:** The Relay CAN Chair will work with appropriate Relay staff and volunteers to provide resources and training on advocacy activities (e.g. "Picture a Cure", ACS CAN recruitment, campaign petitions, etc.).

**Cancer Action Network (CAN) Chair:** The CAN Chair will work with his/her ACT! Lead and staff partner to plan and implement ACS CAN fundraisers in the district. This individual will also be the point person for information and resources regarding ACS CAN electoral activities.

**Media Advocacy Chair:** This person, working with appropriate staff partners, will assist in monitoring and building relationships with local media to be used for campaign information and to help implement possible tactics (e.g. letters to the editor, Op-Eds, media "hits" etc.) The Media Advocacy Chair will also be trained in staying on message and used as a local spokesperson when appropriate.

**ACT!on Chair:** The ACT!on Chair will be responsible for internal team communications and monitor needed team recruitment, retention and recognition. This individual will assist the ACT! Lead and staff partner in logistics for campaign tactics and mobilization of team members.

**Ambassador:** Ambassadors participate as a member on an ACT! team for their congressional district and are called on to contact their legislators on a regular basis.