

## **Detailed Description of an Ambassador's Role**

An AET Ambassador is a volunteer individual or organizational member of AET, who undertakes to promote AET in his /her country for a period of three years. During this time period, the Ambassador will:

a) **ensure that transport organizations and individuals in his country are adequately informed about AET** and its aims and objectives and that they receive timely information in relation to ETC each year (e.g. for submission of abstracts, reservations etc). In addition, the Ambassador will discuss with AET members and non-members in their country to b) **understand their level of satisfaction with AET membership and/ or the barriers to it.**

The Ambassador can also use any suitable opportunity to c) **disseminate AET and ETC relevant information** (e.g. at certain events in their countries such as international transport conferences, etc). To achieve the above mentioned objectives, the Ambassador will be in contact with both an AET's Board designated member and any national organizations who can help disseminate AET/ ETC information (e.g. national transport associations keep records of their members and can easily disseminate all necessary information (e.g. via their website or information bulletin distributed to members, etc). Ambassadors can communicate with AET's Board and Manager each time they need AET / ETC material for distribution etc.

Ambassadors will also be expected to prepare a short text on their activities and / or main transport events-activities in their countries which may be of interest to other AET members, to be included in each QIR. These will be sent to the QIR's editor in time. They will also be expected to visit AET's web site regularly to add links to transportation relevant web sites of their country which they consider interesting (preferably with an English and/or other language version).

In contact with AET's Board designated person and subject to the agreement of the ExBo, Ambassadors can also d) **identify and make first contacts with distinctive transport professionals in their countries who would be prepared to come to ETC as invited speakers** on a subject of great interest to a wider audience **or who would be prepared to participate as Programme Committee members** when vacancies appear.

The Ambassador will e) **participate in a meeting with all Ambassadors and an AET's Board designated member, held at the ETC every year**, reporting on their activities, exchanging information and views on AET membership in their countries and reconfirming their willingness to volunteer for the next year.

The Ambassador may continue his/her role after the specified period of three years if he/ she is successful in the activities associated with their role and still willing to continue. A successful Ambassador may continue his/her carrier within AET becoming an AET Council or Board member. When an AET Ambassador ceases for any reason to perform this role, he/she may be asked to identify a suitable successor.