



## **MIT Recreation Ambassadors Purpose/Charge, Composition, and General Operation**

### **Purpose/Charge**

We created this program to support our mission of enhancing the lives of the MIT Community. Our ambassadors are community members who are passionate about inspiring our community to find balance, manage stress, and enhance their overall well-being through participation in recreational activities

Although this group is not a policy-making body, our ambassadors help MIT Recreation and key stakeholders from the DAPER Administration develop and maintain an understanding of the people we serve, and how to best meet their needs. They are students, faculty, staff, alumnus, friends, and family, whose ideas, perceptions, needs, and desires facilitate improvement and growth.

### **Composition**

MIT Recreation Ambassadors will be made up of 10-12 community members who primarily participate in MIT Recreation programs and services. Our goal is to include representatives from the following campus communities:

- 2 Undergraduate students (appointed by the Undergrad Association in early Fall)
- 2 Graduate students
- 3 faculty/staff members
- 2 MIT alumni members
- Remaining seats may be filled by a combination of members from different membership categories/types (Students, Faculty/Staff, Alumni, Affiliates, Friends of MIT, Draper Lab, Whitehead, etc.)

### **Application Process**

Those interested in influencing the MIT Community by nurturing the impact of health and wellness are encouraged to complete the [MIT Recreation Ambassador Interest Form](#). Nominations are welcome, and nominees will be asked to complete an interest form as well (NOTE: Please have the nominee specify who nominated them)

Member requirements and guidelines are as follows:

- Potential nominees should be interested and willing to serve, and should have the time to commit to the meetings and length of service (see sections on 'Service' and 'Meetings')
- Interest forms should be submitted by August 15th of each year.

Undergraduates only: Undergrads will work with the UA office to express their interest in serving as an MIT Recreation Ambassador. A UA representative nominates two undergrads per year and sends along their nominations to Recreation.

### **Service**

MIT Recreation Ambassadors will serve for a period of two years. For continuity, three members will be selected by MIT Recreation Ambassadors to serve for a period of three years. If a committee member is unable to attend three consecutive meetings and does not pre-notify MIT Recreation Business Manager of their impending absence, at any time during their term of service, their seat will be considered vacated, and a replacement will be sought to fill their seat for the remainder of the term.

Extensions will be considered based on past participation & engagement in the program.

### **Ambassador Benefits**

Ambassadors are eligible for the following benefits during their term of service. (Include language about meeting attendance and participation)



To take advantage of these benefits, please contact Stephanie Smith at [skloos@mit.edu](mailto:skloos@mit.edu) OR Ali Lamothe at [ablaisde@mit.edu](mailto:ablaisde@mit.edu).

**Assessments, Personal Training, Golf, Squash, Ice Skate, Nutrition and Private Swim Lessons:**

All MIT Recreation Ambassadors are eligible for a 25% discount during their term of service. These opportunities will be scheduled pending instructor/trainer availability.

**MIT Branded Merchandise Clothing:**

All MIT Recreation Ambassadors are eligible for a 10% discount on Branded Merchandise clothing items that are available for purchase at the Zesiger Center main desk.

Ambassadors will have the opportunity to provide feedback on new or existing programs and services through first-hand experience.

**Meetings**

- Ambassadors will meet twice per semester on a day and time established by the group, for a period not to exceed two hours.
- The Director of Recreation or their designee will preside over the meeting and will be responsible for developing the agenda.
- The Business Manager for MIT Recreation will take notes and distribute them to Ambassadors, MIT Recreation Central Management Team, and DAPER Assistant Department Head for Facilities and Operations.
- Agenda items from the floor should be sent to the Business Manager at least two weeks in advance of the next scheduled meeting. The meeting agenda items will then be compiled, reviewed by the Director of Recreation, and then sent out to Ambassadors, MIT Recreation Management Team, and DAPER Assistant Department Head for Facilities and Operations.
- Attendance to the meetings is voluntary, but members should contact the Business Manager if they are unable to attend so the meeting can start and finish on time. Input on agenda items, from those unable to attend may be sent to the Business Manager via e-mail at least two days prior to the meeting.
- MIT Recreation Central Management Team or other MIT Recreation or DAPER staff are welcome to sit in on meetings and may be asked to provide presentations or answer questions from Ambassadors.
- Due to the potential size of the meeting group, the Media Room (W35-199) or Athletics Conference Room (W35-299) should be reserved for all meetings. Hybrid option will always be made available.
- Any member may request an ad hoc meeting. MIT Recreation Ambassadors will then vote by e-mail to hold a special meeting, or defer the issue to the next scheduled Ambassador Meeting.
- Ambassadors will be invited to participate in initiatives and programs offered between meetings (i.e. Staff Pickleball, MIT Recreation's Team Experiences, visiting committees, etc.)

**Annual Calendar Timeline**

- May – June: Debrief previous year; exit survey for ambassadors rolling off
- June – July: Request nominations, promote through newsletter and social media, collect interest forms from current members
  - Send UA updated interest form questions and purpose/charge for nominations.
- August 15<sup>th</sup>: Interest forms due for the following academic year
- August 31<sup>st</sup>: Confirm final membership
- Fall semester: 2 meetings
  - Meeting 1: outline committee structure, charge, operations and relevant discussion topics, tour, presentation, etc.
  - Meeting 2: TBD
- Spring semester: 2 meetings
  - Meeting 3: TBD
  - Meeting 4: Last meeting of the year includes dinner and reflection/celebration and feedback for next year (equipment, hours of operation, services, etc.)