

## Speaker Ambassador Mutual Expectations

IRSM Speaker Ambassadors equip women to connect to God and one another more deeply during in-person or virtual events. They facilitate the opportunity for small group discussion and other interactive activities to take place in conjunction with the classes they have prepared.

What Speaker Ambassadors can expect from IRSM:

- Partnered communication with hosting congregation or organization.
- A designated IRSM staff member who will be your primary point of contact for communication and document approval.
- Guidance regarding the right topic and/or format for the anticipated audience.
- Promotional materials for the event, including, but not limited to:
  - Logos, graphics, and visual components to be used exclusively in the PowerPoint presentation/videos for IRSM Events
  - Templates
  - IRSM books and merchandise for the IRSM Table
- Coordination of logistics (travel, lodging, food to be provided by host).
- Support and guidance through fundraising efforts, if needed, to help cover event-related costs.
- Reimbursement of eligible expenses (if available/applicable).
- Feedback based on the IRSM Speaker Ambassador Rubric (if available/applicable).

What IRSM can expect from Speaker Ambassadors (ongoing):

- Respect for IRSM and our vision
- Signed agreements
  - 1) IRSM's Vision & Core Values
  - 2) IRSM's Foundational Principles
- Ambassadors Interest Form
- Documentation review
  - 1) IRSM Speaker Rubric
  - 2) IRSM Training Materials (Equipping Workshop Handbook and Ambassadors website: [ironrosesister.com/bearfruit](http://ironrosesister.com/bearfruit))
- Adherence to the qualifications and responsibilities associated with Speaker Ambassador level (Apprentice, Active, or Mentoring).

What Speaker Ambassadors should provide as “on file” documentation for promotional purposes:

- Headshot or bio picture, less than 3 years old (300 dpi resolution, 1080px on shorter side)
- 100-word and 300-word biographies (in whichever language(s) you speak)

What IRSM expects from Speaker Ambassadors (for each event):

#### **Pre-Event**

- Review and sign *Ambassador Event Agreement*.
- Maintain communication with IRSM and hosting congregation.
- Accept IRSM copyright regulations; audio and video recordings will be part of IRSM material to be shared with other women by the ministry.
- Understand that promoting any non-IRSM activities/resources is not permitted unless prior approval has been received.
- Collaborate with IRSM contact regarding host congregation expectations, audience, format, schedule, etc.
- Preparation of a general outline for the class(es):
  - Submit 5-6 weeks prior to the event for approval.
  - Often requested by hosting congregation.
  - *IRSM contact: Edits/approval will be communicated 1-2 weeks after submission.*
- Preparation of handouts to accompany the classes (small group questions relative to the class(es) and any other accompanying materials or activities):
  - Submit handouts for review (2nd set of eyes for typos and clarity) 3-4 weeks prior to the event for approval.
  - *IRSM contact: Edits/approval will be communicated 1-2 weeks after submission.*
  - *IRSM contact: Submit final handouts to hosting congregation for copying.*

#### **At the Event**

- Display professionalism and integrity as a representative of IRSM.
- Wear appropriate/professional attire. The use of colors/designs of the ministry is appreciated but not required: roses and/or red (English), green (Spanish), or blue (Portuguese).
- Will not accept future invitations or make any commitments during or after an event without first contacting IRSM.
- As approved by the hosting congregation:
  - Set up an IRSM table with resources that can be distributed and sold.
  - Include a presentation about IRSM (length and content will depend on congregational approval and schedule).
  - Leave an IRSM Partnering Packet with the hosting congregation.
- When applicable and possible, attend the host church's Sunday service following the event (for weekend events).

#### **Post-Event**

- After an event is finished, there are still a few tasks to complete to ensure appropriate follow-up is taken with the Ministry and with the event coordinators. The [Post-Event Ambassador Checklist](#) outlines the expectations post-event.

Note: As per IRSM's [Publishing Policy](#), Ambassadors or Staff who are published authors, while serving at an IRSM table/booth will not promote their own materials in any public way. Private conversations and questions can be answered about what they have authored outside of the IRSM publication process.