

TERMS OF REFERENCE - SGLN AMBASSADORS

Our **SGLN Ambassadors** play an important volunteer role by actively engaging the SGLN community and being ardent promoters of the SGLN mission of preparing Singaporeans for global leadership roles. SGLN Ambassadors maintain and foster strong connections between members in the SGLN community and find ways to add value and contribute.

ROLE AND RESPONSIBILITIES OF SGLN AMBASSADORS

They include the following:

- To attend **at least three SGLN programmes, activities, or events** in 2024 and contribute at each by playing key roles including (but not limited to) the following: emcee, table facilitator, break-out session group leader, logistics and admin support, encouraging others to speak and share experiences at events, actively connecting people and driving meaningful engagements.
- To support the SGLN Fellows on their Action Learning Projects, which are community projects designed to impact the wider SGLN community.
- To create awareness of SGLN initiatives among the community and others who believe in our mission.
- To bring in more like-minded members into the community. Target profiles are mid-to-senior level leaders at MNCs and large local enterprises who have a keen interest in Singaporeans taking on global leadership roles. These members can either be looking to advance their own leadership journey and/or contribute back to the community.
- To rally like-minded individuals to join the SGLN LinkedIn group and page, and encourage engagement with the community by posting on these online spaces frequently.
- To provide key insights into community engagement strategies, and offer valuable inputs to help enhance the level of community engagement and aim to cultivate a livelier and more supportive community.

TERM DURATION AND TENURE

The official term for SGLN Ambassadors in 2024 will be from **29th January 2024** to **31st December 2024**.

Active Ambassadors will be given the option to renew their terms beyond this duration.

There will be no limit to the tenure of SGLN Ambassadors.

The role of an SGLN Ambassador is open to Singapore citizens only.

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MEETINGS

SGLN Ambassadors are scheduled to come together as a group **at least 4 times** in 2024. These catch ups are either face-to-face or online and on an as-needed basis.

This excludes the appreciation gathering, which takes place in the subsequent year for outgoing ambassadors who are not planning to renew their term.

While participation is expected, members may be excused if there are compelling personal or business reasons. The reason must be conveyed and emailed to the SGLN team, directing your message to the attention of the SGLN Ambassador Coordinator/s indicated below.

The 4 meetings in 2024 are tentatively scheduled for:

1. **28th February**
2. **24th April**
3. **24th July**
4. **23rd October**

The meeting agenda at minimum will include (but is not limited to):

- Sharing on the year's calendar of events
- Reviewing feedback from events (to gather consensus and interesting insights)
- Roundtable discussions on global issues and affairs
- Garner support for resources, marketing and outreach

Annual SGLN Appreciation & Initiation Gathering (29th January 2024, 6 – 8pm)

- Recap and highlights
- Certificate and token of appreciation ceremony
- Welcome newly appointed ambassadors

COMMUNICATIONS

- SGLN Ambassadors will be informed of our upcoming calendar of events, programmes, and activities via the **SGLN Ambassadors WhatsApp Community Group** and formal invites will be sent via email to the provided email address.
- After attending SGLN events, programmes, and activities, SGLN Ambassadors are required to fill in, *within two days*, the Feedback Form with their key insights and valuable feedback.
- Ambassadors are strongly encouraged to share about their attendance at SGLN engagements on their LinkedIn page and/or the closed LinkedIn SGLN group.

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APPOINTMENT OF SGLN AMBASSADORS

Being an **SGLN Ambassador** is a distinguished appointment as these individuals represent SGLN in a professional capacity. SGLN reserves the right to review the appointment of ambassadors who do not observe an appropriate code of conduct, misrepresent SGLN or engage in activities that are detrimental to the interests of the community.

The successful appointment of an ambassador is subject to the fulfilment of the criteria as follows:

- Demonstrated ability and commitment to contribute to the engagement and strengthening of the community.
- Comprehensive understanding of the role and responsibilities associated with being an SGLN Ambassador.
- Priority will be accorded to individuals who are active members in the SGLN community (e.g. have attended SGLN events before, have contributed to SGLN in past engagements).

RECRUITMENT OF SGLN AMBASSADORS

New SGLN Ambassadors may be appointed each year, with a call for expression of interest being publicised every January.

Interested parties who wish to be considered as an SGLN Ambassador will have to:

- Register their interest [here](#)
- Provide the essential profile data needed to register as an SGLN Member
- Tell us why they would like to be an SGLN Ambassador
- Tell us how they will contribute to strengthening SGLN's community and engagement efforts
- Share with us their experience in community engagement and volunteerism beyond SGLN