



ADEA Connect Ambassadors Overview and Best Practices

Updated July 6, 2022

Program Goals

- Help ADEA Connect be a consistent resource for ADEA members to gain knowledgeable and helpful information.
- Ensure ADEA Connect is a fun and lively community that represents its members.
- Raise awareness of your community in ADEA Connect by getting more of your peers involved.

Responsibilities

- Post discussion starters around hot industry topics for dental education. Refer to seed questions listed in the [ADEA Connect Ambassador Toolkit](#)
- Welcome new members as they join the community and ensure they are aware of who the officers of the group are (if applicable).
- Respond to unanswered threads. Reach out to the officers of your ADEA Section or Special Interest Group (SIG), if applicable, for assistance in responding to members.
- Help create a more robust resource library by sharing relevant resources for your community.
- Work with your community's officers (if applicable), ADEA Community administrators and the ADEA Connect community manager to either obtain or create a list of seed questions to help keep the conversations going.
- Ensure that all posts (library and discussions) adhere to the ADEA Connect Code of Conduct.

Commitment and Communication

- Communication with other ambassadors will primarily take place through the private [ADEA Connect Ambassador Panel Community](#).
- Be active in your community by logging in **at least** twice a month to participate – e.g. creating a new post, responding to unanswered threads, uploading resources to the community library, etc.
- Participate in periodic check-in calls/meetings with ADEA Connect Community Manager and team.
- Organize the library in your community to keep files easily accessible by members.

Best Practices

- If you do not have a specific piece of advice for a topic, feel free to thank the people in the thread with another comment to encourage participation.
- Tag specific members by using the “@” symbol and typing their name.
- If you are unsure if your contribution should be shared publicly, always feel free to send it to the [ADEA Connect Community Manager](#).
- Share ideas in the private [ADEA Connect Ambassador Panel Community](#). Ideas can be discussed in this community first and then released to your community if needed.