

# Co-Chair Additional Information

Co-Chairs take on additional leadership and coordination responsibilities beyond standard Ambassador duties. They set the direction for their committee, lead meetings, manage projects and deliverables, and serve as the primary liaison with Salata staff. Co-Chairs also facilitate program-wide learning sessions, help plan and execute key events, and ensure their committee stays organized, on track, and engaged throughout the year. This role requires strong communication, organization, and a willingness to take initiative.

## Additional Co-Chair Responsibilities

### Lead committee coordination and logistics

- Set the meeting cadence and schedule committee meetings (at least every 2–3 weeks)
- Book meeting spaces and communicate logistics in advance
- Draft and share agendas, facilitate meetings, and assign action items

### Manage committee projects

- Shape the committee's workplan and track progress toward deliverables
- Assign tasks, monitor deadlines, and ensure balanced workloads
- Maintain shared documentation and task trackers in the Ambassador Google Drive

### Facilitate student-led learning sessions

- Run two program-wide weekly sessions per semester (schedule, coordinate with student presenter, handle tech, and moderate Q&A)
- Track attendance and submit summaries to Salata staff

### Act as a liaison to Salata Institute staff

- Attend biweekly check-ins with the Program Manager
- Communicate challenges, updates, and needs promptly

### Support core deliverable execution (events, activities, projects)

- Take the lead on your committee's core deliverables and events (e.g., Scholar Series, tabling, resource launches)
- Oversee event logistics such as space booking, AV, catering, promotion, and day-of coordination

### Foster team engagement

- Encourage individual participation
- Promote a welcoming and inclusive environment
- Provide guidance or support for individual members as needed

### Track and report progress

- Submit mid-semester and end-of-semester updates
- Ensure committee activities stay within budget
- Track committee member engagement and participation
- Track and report on metrics related to committee core deliverables