

THE AMERICAN GERIATRICS SOCIETY

AMBASSADOR PROGRAM HANDBOOK

[About this Handbook](#)

[Roles and Responsibilities as an AGS Representative](#)

[Reporting Guidelines](#)

[Endorsement Request Guidelines](#)

[Reimbursement Guidelines](#)

[MyAGS: Tools for AGS Ambassadors](#)

[Annual Feedback Forms](#)

[Not Already an AGS Ambassador? Learn More and Volunteer!](#)

ABOUT THIS HANDBOOK

This Handbook provides an overview and orientation to the roles, responsibilities and objectives of serving as an AGS Ambassador.

The Handbook provides guidelines for reporting on ambassador activities and submitting reimbursement requests and using the downloadable forms included in this document. Once a year, AGS Ambassadors will also be asked to provide feedback on the activities they have participated in with partner organizations, to assist the AGS in planning and evaluating its strategic alliances with international societies.

Please forward questions or comments to Elizabeth Haranas @ eharanas@americangeriatrics.org.

ROLES AND RESPONSIBILITIES of AGS AMBASSADORS

AGS Ambassadors are vital to the Society's efforts to insure that older adults have access to high quality, patient-centered care around the world. As an AGS Ambassador to an international society, you play a key role in our efforts to integrate the concerns of older adults; to expand our research, education and public policy efforts into the agendas of other organizations; and to build our strategic alliances.

Our Commitment to You

We commit to:

- Providing you with AGS information that is relevant to your particular role as an AGS Ambassador.
- Keeping you apprised of new AGS developments via AGS News Week in Review, the AGS Newsletter, and announcements posted to MyAGS.
- Providing timely reimbursement of your travel expenses, once we have received your activity report and reimbursement request with original receipts.
- Providing staff support and follow-up to ensure that your efforts are communicated to the relevant AGS leaders, staff, and committee(s) and are acted upon.

What We Expect from You

AGS Ambassadors should be familiar with:

- The AGS' history (see [AGS Turns 65](#));
- Our mission and goals (see [Who We Are](#));
- Our current strategic highways (see [AGS News, 2nd quarter 2006](#));
- Our current [policy efforts](#);
- Our [courses and conferences page](#) and
- Programs and products offered by [AGS](#), [Association of Directors of Geriatric Academic Programs](#), and the [AGS Foundation for Health in Aging](#)

What Are You Responsible For?

All AGS Ambassadors are responsible for:

- Introducing members from your designated geriatrics society to other AGS leaders and members with related interests.
- Encouraging other AGS members to host an international faculty member(s)
- Identifying collaborative international opportunities that the Society should follow up on and relaying these to AGS staff.
- Ensuring that all participants in an activity or visit are aware that you are there representing the American Geriatrics Society.

- Providing insights into the unique health care needs of older adults and educating others on the mission and programs of the AGS and the AGS Foundation for Health in Aging.
- Networking with members from your designated geriatrics society during the AGS annual meeting and also via email.
- Submitting reports on the activities that they attend (e.g. conference calls, meetings, conferences etc) **within two-weeks of the activity**.

AGS Ambassadors serving on guideline or other product/program development panels are responsible for:

- Participating fully in the work by offering their expertise and insights to the task at hand in a timely fashion.
- Alerting AGS staff to any additional requests that might be forthcoming from the international organization, e.g., requests for AGS review and/or endorsement of the final product.

[\[Back to Top\]](#)

REPORTING GUIDELINES

You can use this [electronic form](#) to report on your activities. Please submit this form within 2 weeks of your activity.

In addition to specific details of the activity (organization, location, etc.), we would like to obtain:

- A brief Summary of Call/Meeting/Activity/Event (Main Points/Conclusions; Recommendation/Action)
- Follow up action required from AGS
- Questions for AGS

[\[Back to Top\]](#)

REQUESTS FOR AGS ENDORSEMENT BY INTERNATIONAL ORGANIZATIONS

Note: If you are asked by a society to serve as an AGS representative to an expert panel or writing committee, which will involve a request for AGS' endorsement of the resulting document, please first contact Anne-Marie Evriviades at: eharanas@americangeriatrics.org to discuss the AGS endorsement process. AGS will also consider requests to endorse existing documents.

[\[Back to Top\]](#)

REIMBURSEMENT GUIDELINES

In general, AGS is not responsible for expenses related to being an AGS Ambassador. However; your appointment includes a budget of **\$100.00/society**. These funds may be used for minor hosting expenses ground transportation for relevant activities, mailing expenses etc. Please send your original receipts and the AGS Reimbursement Form to Elizabeth Haranas at the AGS offices: 350 Fifth Avenue, Suite 801, New York, NY, 10016.

AGS will also consider modest requests for supplemental funding for participation in activities of a society with which you are working. If the host organization is not

reimbursing you, please contact Elizabeth Haranas at: eharanas@americangeriatrics.org with a brief description of the funding request including:

- Event Type (meeting, conference registration fee)
- Description (expert panel, work group activity, hosting, shipping costs for materials)
- Estimated Cost

Expenses will be reimbursed once we have received your request for reimbursement AND your report. Note: funding requests over the \$100.00 stipend must also receive prior approval by AGS staff before reimbursement will be considered.

[\[Back to Top\]](#)

MYAGS: TOOLS FOR AGS AMBASSADORS

MyAGS is your one stop place for accessing AGS members' only resources. These include:

- Grassroots Advocacy
- Media Toolkit
- Practice Management Toolkit
- One-click access to the *Journal of the American Geriatrics Society*
- Early online edition of the AGS Quarterly Newsletter
- AGS International Activities Page – *Coming Soon!*
- And much more!

This AGS Ambassadors Handbook and activity reporting and reimbursement forms are also posted to MyAGS.

How to Log Onto My AGS

1. Go to <http://www.americangeriatrics.org/myAGS/login.asp>
2. Enter your user name and password. If you misplaced this information, click on the link for 'forgotten passwords' on the login page for assistance.
3. And you are on your way!

Not Signed Up Yet?

1. Just go to <http://www.americangeriatrics.org/myAGS/login.asp>
2. Register (you will need to create your own username and password once you register)

[\[Back to Top\]](#)

ANNUAL FEEDBACK FORMS

Once a year, each Ambassador will be asked to complete an online [Feedback Form](#). This form will help us evaluate our Ambassadors' contributions, and our overall strategic alliance building activities and operations.

Your responses will be used to plan future annual meeting activities as well as gauge your interest in participating in such activities.

[\[Back to Top\]](#)

NOT ALREADY AN AGS AMBASSADOR? LEARN MORE AND VOLUNTEER!

If you would like to volunteer to become an AGS Ambassador, please review the attached list of International Geriatrics Societies and contact Anne-Marie Evriviades at eharanas@americangeriatrics.org with the country of your choice (feel free to volunteer for more than one). Please provide 1 or 2 sentences about your connection to the society for which you are volunteering to become an AGS Ambassador.