



**AMBASSADOR  
PROGRAM  
2011-2012**



# AMBASSADOR DUTIES

Being an Ambassador is a commitment to serve as a representative of the Chamber of Commerce. Our goal is to serve and support the membership, recruit new members and help with the retention of current members.

## As a Chamber Ambassador you will:

### *Represent the Chamber at:*

- Business After Hours
- Coffee Connections
- Ribbon Cuttings, Ground Breakings, Open Houses
- Lunch-N-Learn
- New Member Reception

### *Volunteer:*

- In the Chamber office
- At Chamber events

### *Support the Business Community:*

- Recruit new members
- Deliver new member packets
- Assist in membership retention
- Make public relation calls & visits to members
- Assist with buddy system for new members



## AMBASSADOR OF THE YEAR

**Q:** *Who can win?*

**A:** Any Chamber Ambassador!

**Q:** *How can you win?*

**A:** It's simple:

Everything an Ambassador does for the Chamber will earn the Ambassador points. Points are used to determine which Ambassador will be titled Ambassador of the Year at the Chamber's Annual Awards Banquet, which is held the first Monday in May. The winner is recognized and presented with a plaque and a special gift. The winner will also be featured in the newsletter and Chamber Business Report.

Ambassadors keep track of their points by using the point log form that is provided quarterly with past point opportunities listed. Points are calculated from April 16, 2011 to April 15, 2012 for Ambassador of the Year.

Each quarter, the Ambassador with the most earned points, will be recognized as the Ambassador of the Quarter. Points from all quarters will be calculated to determine the Ambassador of the year.





## AMBASSADOR REQUIREMENTS & STRUCTURE

**Chamber Membership:** An Ambassador has to be a representative from a member business. Individuals may be an Ambassador only if they join as an Individual / Non Business. As an individual member, an Ambassador cannot promote or represent any business or organization that is not a member of the Chamber.

**Interview Process:** New individuals applying to be an Ambassador for the Chamber must fill out an application. The application will be held on file for when new slots become available. All prospective new Ambassadors will conduct an interview with the Chamber. Individuals who are nominated to serve as an Ambassador by the Chamber are exempt from the interview process.

**Number of Ambassadors:** The Ambassador program is limited to 20 Ambassadors. This number may increase as the membership increases.

**Terms:** Ambassadors serve one year terms which run from May to April. New Ambassadors can only come on board during the months of May, September and January. There is not a limit to how many terms an Ambassador can serve. Ambassadors must reapply each year to serve another term.

**Points:** It is the responsibility of the Ambassador to keep track of his or her points and report them to the membership manager quarterly using the point log form that is provided. The Ambassador with the most points will be titled Ambassador of the Year at the Annual Dinner in May. There will also be Ambassadors of the Quarter recognized in August, November, February and May.

**Minimum Points Required:** Ambassadors are required to earn a minimum of 20 points a month.

**Point Scale:** A point scale is maintained by the membership manager that lists all of the point opportunities available. The Chamber may designate additional point opportunities throughout the year as the need arises.

**Meetings:** Ambassador Meetings will be scheduled and announced by the Membership Manager. Ambassadors are to turn in their points at these meetings if they have not already done so for the quarter. Upcoming events and volunteer opportunities are also discussed.

**Ambassador Planning Retreat:** All Ambassadors must attend the annual planning retreat which is held on Wednesday, June 1. A new Ambassador orientation is held immediately before the planning retreat for new Ambassadors to attend.

### Early termination of term:

**Demerits:** An Ambassador can not earn more than **three** demerits per term before being **terminated** from the program. Once an Ambassador has earned two demerits, the membership manager will warn the Ambassador with a written notice.

Demerits are given for the following things:

- Unexcused absence from regularly scheduled meeting: 1
  - Signing up for something and not completing tasks: 1
  - Not volunteering the minimum points in a month: 1
- Exception approval to be determined by President.*

### Dress Code:

**Name Tag:** Ambassadors are identified by their Chamber nametag. The Chamber will purchase the first nametag for the Ambassador. If the Ambassador loses his or her nametag, he or she will be responsible for purchasing a new one. Ambassadors are given five extra points at each event (excluding Ambassador meetings) that they wear their Chamber name tag. Ambassadors are also encouraged to wear their company name tag.

**Professional Attire:** Ambassadors should dress professionally at all times, since they represent the Chamber and the business community. The only exception to this rule is that an Ambassador may wear the attire required at his or her job.

**Code of Ethics:** Even though an Ambassador represents its company and the Chamber, there may come a time where a "conflict of interest" arises that can interfere with Ambassador duties, and would need to be addressed on a case by case issue.



# AMBASSADOR APPLICATION

2011-2012 Term

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Company: \_\_\_\_\_ Chamber Member?  Yes  No

Job description: \_\_\_\_\_

\_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

## Why do you want to serve as a Chamber Ambassador?

*(You may type your answer and attach to application if you prefer.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Please list two references who are not relatives:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**My signature below indicates that I have read and agree to do the Ambassador specifications listed in the Requirements / Structure handout. If I am invited to be an Ambassador, I will follow the specifications.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_