



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, help with the retention of current members and recruit new members.

As a Chamber Ambassador you will:

Represent the Chamber at:

- After Hours
- Morning Connections
- New Member After Hours
- Open Houses
- Ribbon Cutting Ceremonies

Support the Business Community:

- Member Retention
- Member Recruitment
- Member Visits

Volunteer:

- Chamber Events
- Membership Drive

Ambassador Requirements & Structure

Requirements:

Chamber Membership:

An Ambassador has to be a representative from a member business for at least one year.

Interview Process:

New individuals interested in becoming an Ambassador will submit an application to the Chamber's Deputy Executive Director. Based on the interview results the applicant may or may not be appointed.

New Ambassador Orientation: All new Ambassadors are required to attend an orientation with the Deputy Executive Director. If you are unable to attend an individual meeting must be arranged prior to joining the Ambassador Committee.

Structure:

Number of Ambassadors:

The Ambassador Committee is limited to 20 Ambassadors. The number of Ambassadors will be adjusted to accommodate more members in the future if needed.

Terms:

Ambassadors will sign a contract to serve a one year term. New Ambassadors will be added in January/February of each year. Ambassadors must re-apply each year to serve another term.

The Chairman and Co-Chair will sign a contract to serve a one year term.

Points:

The Deputy Executive Director will be tracking the number of Ambassador Committee meetings attended, Chamber events attended, phone call responses and referrals.

Meetings:

Ambassadors meet on the second Tuesday of each month from 7:45 am – 9:00 am except for the month of July and August.

Name Tag:

A name tag will be purchased by the Chamber and each Ambassador is required to wear their name tag at Chamber events. If a name tag is lost it will be the Ambassadors responsibility to purchase a new one. Ambassadors will be awarded five points for each event that they wear their Chamber name tag.

Ambassador Sponsorship:

Each Ambassador will receive the following Sponsorship benefit-

- Name and Business/Organization listed on Chamber website/printed directory
- After Hours/Networking @ Noon Event Sponsorship (1 per year)
- Exclusive advertising e-blast (2 per year)
- Networking event admission (6 per year)
- Individual presentation to Board of Directors (1 per year)

AMBASSADOR APPLICATION

Name: _____ Company: _____

Daytime Phone: _____ Cell Phone: _____

Mailing Address: _____

Email: _____ Job Title: _____

Job Description: _____

Years at current job: _____ Years in the Community: _____

What other organizations are you involved with or volunteer for? _____

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

Return application to Deputy Executive Director Nicole Kaminski, by fax to 248.919.6921

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