



## *Ambassador Guidelines*

### ***Who are the Ambassadors?***

The Ambassadors are a prestigious group of Chamber members who volunteer their time to promote and represent the Marietta Area Chamber of Commerce in a positive manner. Ambassador members work with Chamber members, the Chamber board, Chamber staff and the community to increase membership, improve membership retention, strengthen awareness of Chamber benefits and assist with various Chamber events.

Ambassadors are a very important in the day-to-day operation of the Chamber. Ambassadors are liaisons to the Chamber of Commerce. Their commitment and participation in any Chamber event is critical to the success of the Chamber and is greatly appreciated.

### ***Benefits of being an Ambassador include:***

- the opportunity to meet business leaders for potential business and social contacts
- name and company recognition in the business community
- greater awareness of community activities and needs
- recognition via the Chamber monthly newsletter and Chamber website
- recognition at the Chamber Annual Dinner
- the opportunity to promote his/her business during Chamber and Ambassador functions, not limited to introduction with his/her business name and business card, consideration of other members' time at events is very important.
- the opportunity to advance to other Chamber leadership positions
- the personal reward of helping make the mid-Ohio valley a great place to live and work through participation in MACC events and programs
- developing personal relationships with other Ambassadors and having fun!

### ***Those who qualify as Ambassadors are:***

- an employee of a current Chamber member in good standing
- in a business or profession that allows flexibility to meet the requirements of membership
- knowledgeable about Chamber services, programs and activities, as well as the business community
- willing to enthusiastically support the Chamber and the Ambassadors
- interested in community involvement with future leadership potential with the Chamber of Commerce.

### ***Application Process:***

- An Ambassador Commitment form must be completed.
- An authorized person in the applicant's business/organization must approve and sign the Ambassador Commitment form.
- Current Ambassadors will be notified of all potential applicants. If there is an objection due to suitability, a written notice must be submitted to the Chairperson. If no objections are received, the applicant will be presented to the MACC Board of Directors for approval.
- The Ambassador Chair or Chamber Coordinator will notify the Ambassador candidate as to the status of his/her application.

### ***Ambassador Expectations & Responsibilities:***

- Visit new and existing Chamber members to encourage involvement.
- Present a professional appearance and attitude when representing the Chamber.
- Participate in monthly visitations, held on the third Monday of the month at 11:30 a.m. at the Chamber. Visitations will begin with a update of Chamber news, reviewing the event calendar, reviewing visit schedule and assigning plaque presentations.
- Attend quarterly meetings, conducted in March, June, September and December on the third Monday of the month at 12:00 pm at a local Chamber member restaurant. Quarterly meetings will consist of lunch, reviewing the event calendar, learning more about Chamber benefits/services and introduction of new Ambassadors.
- Attend quarterly out-of-area visits. The visits will be held in March, June, September and December. Dates and times will be made available well in advance.
- Attend monthly Ambassador Visitations, Business After Hours, Ribbon Cuttings, Annual Dinner and Golf Outing. **Ambassadors are expected to attend a minimum of one function/event per month.**
- Attend a minimum of two quarterly meetings per year. An Ambassador who misses 3 consecutive monthly meetings will be considered “inactive” and must reapply for membership. Meeting attendance is very important in fulfilling Ambassador duties.
- Attend Prospective Ambassador Orientation. A monthly orientation will be held on the second Friday of each month from 8:00 am – 9:00 am at the Chamber office. The Ambassador Chairman and Chamber staff will conduct orientation.
- Pay a yearly membership fee (currently \$25) billed in January of each year.
- Ambassadors must wear the official Ambassador apparel to all Chamber functions.
  - Formal blazer (blazer purchased by individual or business/organization for approximately \$100.00).
  - Casual Polo shirt (shirt purchased by individual or business/organization for approximately \$25.00).
  - Name badge (badge purchased by individual or business/organization for approximately \$10.00).
- Consideration of other members’ time at Chamber events is important.
- Ambassadors unable to fulfill membership requirements should submit a letter of resignation to the Ambassador Chairperson or Chamber President.

### ***Ambassador Leadership:***

- Consists of a Chairperson, Vice Chairperson, Operations Chairperson and Operations Vice Chairperson.
- The Ambassador Leadership team will be asked to attend two MACC Board of Directors meetings each year to update the board on Ambassador activities.
- Leadership positions are one-year terms beginning March 1 of each year.
- A Nominating Committee will nominate a Vice Chair each November, with the understanding that after one year they will move into the Chair position.
- The **Chairperson** will appoint an Operations Chairperson and Vice Chairperson for a one-year term.
- The **Chairperson** will lead all meetings, conduct prospective Ambassador orientation and appoint a nominating committee.
- The **Vice Chairperson** will fulfill the obligations of the Chairperson in his/her absence and coordinate Ambassador visits with businesses.
- **Operations Chairperson** will keep notes from all meetings, ensure they are distributed to the group and track attendance at all meetings and events.
- **Operations Vice Chairperson** will ensure all new Ambassadors have attended orientation, that apparel and name tags have been ordered and assist Chamber staff in ensuring proper Ambassador attendance at Chamber events.



## Ambassador Commitment Form

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

As a member of the Ambassadors, I will:

- ❖ Present a professional appearance and attitude when representing the Chamber of Commerce;
- ❖ Keep proprietary information confidential;
- ❖ Volunteer my time to help at various Chamber events;
- ❖ Help the Chamber maintain a healthy membership through retention and growth of members;
- ❖ Fulfill the meeting attendance requirements as outlined in the guidelines;
- ❖ Fulfill all Ambassador Expectations and Responsibilities;
- ❖ Be knowledgeable about Chamber services, programs and the business community.

Upon reading and understanding the information pertaining to Ambassadors and the responsibilities associated with being an Ambassador, I hereby submit my application for acceptance into the Chamber Ambassadors.

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

### Employer Consent

I support this individual as a representative of our business in becoming a member of the Marietta Area Chamber of Commerce Ambassadors. I understand that some functions may occur during business hours. I understand Ambassadors are expected to attend a minimum of one event/function per month and a minimum of two quarterly meetings per year. I will support this individual's involvement in these activities to the best of my ability.

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

Title: \_\_\_\_\_