

Middleton Chamber of Commerce

Ambassador Volunteer Position Description

POSITION DESCRIPTION

An Ambassador will be a reputable professional, actively engaged in business in the greater Middleton area, who is willing to promote and protect the best interests of the Middleton Chamber of Commerce and its members. An Ambassador will also serve as a liaison for prospective, new, and existing Chamber members; sharing opportunities to promote and support their business initiatives and goals. The Middleton Chamber Ambassador Committee offers many ways to participate that work with your schedule.

RESPONSIBILITIES

- Recruit and Welcome new businesses and professionals to the Chamber
- Greet attendees at monthly Get Moving Middleton (GMM) meetings
- Participate in the Annual Celebration, the Annual Golf Outing, Ribbon Cuttings, Business Social Hours, Open Houses, and other events as determined
- Delivery of renewal thank you letters
- Educate members about the benefits of their membership (FACE) within the Middleton Chamber of Commerce
- Attend a minimum of seven (7) monthly Ambassador Committee meetings
- Understand the Chamber membership materials
- **Participate in one of the following subcommittees:**

Prospect – *Identify new businesses within the Greater Middleton Area*

- Deliver Potential Member Packets
- Invitations to Chamber events and programs (Ask The Expert, GMM, Golf)
- Track and report on contacts at monthly Ambassador meeting
- Contact dropped members after 12 months
- GMM Guest follow-up

New Member Maintenance – *Develop and maintain relationships with assigned new members*

- Deliver New Member Packets with Chamber staff
- Follow-up quarterly with new members (email, phone, drop in); list provided by Chamber office
- Track and report at monthly Ambassador meeting

Retention – *Maintain relationships with existing members*

- Follow-up annually with renewed members (email, phone, drop in); list provided by Chamber office

QUALIFICATIONS

- Flexible work schedule
- In-depth knowledge of the Middleton Chamber of Commerce, training provided
- Willingness to take leadership role when requested
- Strong communication skills
- Outgoing personality and positive attitude
- Ability to work independently

TIME COMMITMENT

A one year minimum time commitment during & for which Personal Commitment form is completed:

- The majority of the monthly Ambassador Committee meetings are attended (7 out of 12) per year
 - Attend Get Moving Middleton Meetings
 - Complete one initial training session
 - Member and potential member calls are done at the convenience of the Ambassador
 - Regularly attend Ribbon Cuttings, Business Social Hours, and Open Houses
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I have read and understand the responsibilities of serving as an Ambassador for the Middleton Chamber of Commerce. I am willing to accept the responsibilities of the position.

Date: _____

Name: _____

Company: _____



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