

# **KILGORE CHAMBER OF COMMERCE**

## **AMBASSADOR Application**

### **1. Name**

Kilgore Chamber Ambassadors

### **2. Objective/Mission Statement**

The Kilgore Chamber of Commerce Ambassadors will serve as goodwill representatives and volunteer liaisons between the Chamber and its current and prospective members. Joining this team is an option members can exercise to increase their commitment to the Chamber while gaining additional exposure for themselves and their business.

Chamber Ambassadors work to exhibit the goals and ideals of the Chamber while promoting their business mission within the arena of Chamber events. Ambassadors make membership goodwill calls throughout the year, welcome new businesses and new members, recruit new members to the Chamber, provide assistance to the Chamber staff at chamber/community functions and serve as personal representatives of the Chamber throughout the community.

### **3. Composition**

Qualification. Any reputable person who holds a membership in the Kilgore Chamber of Commerce shall be eligible to serve as a Chamber Ambassador.

Membership Limit. The Ambassadors shall have at any one time a maximum of 30 members. If a member resigns or becomes disqualified, a vacancy will be determined to exist. Vacancies will only be filled by decision of the Ambassador Selection Committee.

Selection. Membership as an Ambassador shall be determined through an individual application to the Kilgore Chamber of Commerce and approved by the Ambassador Selection Committee. Under normal circumstances, there will be a limit of 1 Ambassador per company, with exceptions at the discretion of the Selection Committee.

New Ambassadors will be required to attend an Ambassador Orientation or Member Orientation Session in order to become better acquainted with the Chamber's mission.

### **4. Ambassador Commitment**

An Ambassador will make a one-year commitment to the organization and be willing to carry a 60% involvement rate of designated Ambassador activities. Ambassadors will have the opportunity to extend their commitment annually.

An Ambassador agrees to an initial financial investment of \$100 for the purchase of the official Ambassador uniform. The uniform is purchased by the Chamber and either the individual or company is invoiced for this expenditure. Payment must be made within 30 days of invoicing.

### **An individual and/or his/her company must accept the responsibilities listed below:**

1. Ambassadors must be a Chamber member in good standing, either individually or through their company.
2. Must be willing to sign the Ambassador Commitment and adhere to all guidelines and responsibility requirements.
3. Ambassadors are expected to have a general knowledge of the Chamber, its programs, initiatives & staff.

4. Each Ambassador will represent the Chamber in a positive & professional manner at all times.
5. Purchase and wear the official Ambassador Uniform to all functions designated as Ambassador activities.
6. Attend a monthly Ambassador meeting.
7. Accept new member assignments and conduct a welcome/follow up visit with these new members.
8. Attend Chamber networking and special events to greet and build relationships with new members, as well as foster direct connection between new members and other members.
9. Serve in a volunteer capacity to assist the Chamber staff with registration at networking and special events.
10. Attend member ribbon cuttings, grand openings and groundbreaking ceremonies.
11. Participate in retention methods by contacting members throughout the year to ensure their needs are being met by the Chamber and to secure their commitment for continual renewal of their investment.
12. Assist in recruitment of new Chamber and Ambassador members.

#### **5. Forfeiture**

Any member of the Chamber Ambassadors who personally or whose corporation forfeits, resigns, or has his/her membership expelled in the Chamber shall be equally forfeited.

#### **6. Resignation**

Any Ambassador failing to meet the attendance required will be agreeable to resigning. Extended "excused absences" may be obtained by approval of the Selection Committee.

All resignations shall be submitted in writing to the Selection Committee. Resignations will be acted upon at the next regularly scheduled meeting.

#### **7. Point Reward System**

In return for service to the Chamber, an Ambassador has the potential to earn incentives. The Ambassador Point System will be used to accumulate points toward recognition and rewards. In addition an overall Ambassador of the Year will be awarded to the volunteer who accumulates the most points over a 12-month period from October 1 – September 30. *The Point Reward System is attached.*

#### **8. Leadership – Ambassador Chairman**

**Selection:** The Ambassador Team will nominate an Ambassador Chairman each September for recommendation to the Chamber Board of Directors. The recommendation should be based on participation and leadership abilities demonstrated. If the Chairperson is unable to fulfill his/her term, selection will once again be determined through a board recommendation process.

**Responsibilities:** The Chairman will chair all monthly Ambassador meetings; provide the welcome at ribbon cuttings and other designated events requiring the involvement of the Ambassadors; serve as Ambassador spokesperson; provide guidance and encouragement to the Ambassador Team throughout the year. If the Chair is unable to fulfill a specific duty, he/she may appoint an Ambassador to assume the role.

# AMBASSADOR COMMITMENT

As a member of the Kilgore Chamber of Commerce Ambassador Team, I confirm my commitment to this partnership for one calendar year. I understand the benefits of being an Ambassador and have an interest in supporting the Chamber and its' members. I will work with staff in the capacity outlined in the Ambassador Guidelines to spread the positive message surrounding the benefits included in becoming a member investor of the Kilgore Chamber of Commerce.

I understand and agree to the time commitment of 1-3 hours per month. I also understand and commit to the initial participation investment of \$100 to cover the cost of the official Ambassador uniform. I understand that I and/or my employer must be a member of the Kilgore Chamber of Commerce and am committed maintain a 60% involvement rate of designated Ambassador activities in order to maintain my position on the Ambassador Team.

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**AMBASSADOR APPLICANT**

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***Date of Application***

**APPLICANT APPROVAL:**

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**AMBASSADOR CHAIRPERSON**

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***Date Approved***

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**CHAMBER PRESIDENT**

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***Date Approved***