



LEWISVILLE
AREA CHAMBER OF COMMERCE

Ambassadors

<http://lewisvillechamber.org/programs/ambassadors>

<http://lewisvillechamber.org/ambassadorfeedback>

Ambassador Program Guidelines

Mission Statement

The Lewisville Area Chamber of Commerce (LACC) Ambassadors will serve as the public relations arm of the Chamber by making goodwill calls to current members, welcome new businesses and new members, recruit new members to the Chamber, volunteer to assist or help staff at Chamber events, and by serving as a representative of the Chamber throughout the community.

Qualifications

To be an Ambassador to the LACC, the member is requested to offer the following:

- Must be a member or be employed by a member in good standing of the Chamber. If employed by a member, we ask that you will have support from your employer to participate in the Ambassador program.
- Attend the monthly New Member Orientation, held the first Monday of every month, at least once a quarter.
- Attend the monthly Partnership Luncheon, held on the fourth Tuesday of every month, at least once a quarter.
- Attend the monthly Chamber Night Out event, held the third Thursday of every month, at least once a quarter.
- Attend the weekly Friday LEADS Power Networking meeting, held on Friday mornings, at least once a month.
- Complete a Lewisville Ambassador Application, pay the fee, and submit it to the Lewisville Chamber for approval.

Commitment and Fee

Ambassador will make a one-year commitment to the program. An annual membership fee in the amount of \$30.00 shall apply to each Ambassador for their first year serving as an ambassador. Each year thereafter that an Ambassador commits, the renewal membership fee shall be \$20.00. The annual membership fee will be used toward the initial membership badge cost and thereafter to help underwrite Ambassador Events and related costs. NOTE: Replacement name badges are at the Ambassador's expense of \$25.00

Chairman and Team Leaders

The Chairman of the Board will appoint the Ambassador Chairman in January. Once Chairman is appointed, it will be the Ambassador Chair who will need to recruit two (2) team leaders. Requirements to be a Team Leader include: Current Ambassador in good standing and acceptance of the responsibilities of team leadership (time commitment, team meetings, etc....)

The Ambassador Chairman will be the liaison to the Lewisville Chamber to represent the Ambassadors. The Chairman will assign the roles for the Team Leaders to assist in the various functions of the Ambassadors.

Assignment of Team

Upon signing the Ambassador Agreement and paying the initial \$30.00 fee, an Ambassador badge will be ordered. The applicant will then be assigned to a Team Leader.

Responsibilities

As a Lewisville Chamber of Commerce Ambassador the following responsibilities are required of each Ambassador and each Ambassador must meet the quarterly requirements:

- Attend ribbon cuttings, ground breakings, and special ceremonies to represent the Chamber and participate in various activities.
- Call on new Chamber members, as well as recruit new Ambassadors.
- Wear your Ambassador badge and dress professionally to opening and functions where Ambassadors are the key participants.
- Serve as host or hostess at Chamber functions or by request.
- Assist with Chamber programs, i.e., Annual Awards Luncheon, Golf Tournament, Women's Division, Monthly Luncheons, and Community Showcase as well as other special events.
- Serve as mentors to new members.
- Attend the monthly Ambassador Luncheons.
- Attend Ambassador Orientation(s) as scheduled and needed.
- Follow-up contact with new members.
- Conduct "goodwill" visits to existing Lewisville Chamber members to thank them for their continued support and to let them know the Lewisville Chamber is there to support them.
- Recruit new members
- Provide feedback to the Chamber Staff after discussions with members and prospects.

It is the Ambassadors responsibility to sign in at all Ambassador related events. Points will be awarded ONLY for events directly relating to the Lewisville Area Chamber of Commerce and for those who have signed in.

Ribbon Cuttings

Ribbon Cuttings are meant to introduce the new business to the Lewisville Chamber and make them feel welcomed. It is the new member's day to shine and the Ambassador's job to listen and learn about the new member's business. If you are interested in doing a "One on One" with new member, please make an appointment at a later date.

Code of Conduct

As an Ambassador of the LACC, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feeling of others, but also demands, that in your business you refrain from any behavior that might be harmful to you, other Ambassadors, your fellow Chamber Members, or the Chamber, or that might be viewed unfavorably by current or potential Chamber Members, or by the public at large. As an Ambassador, your conduct reflects on the Chamber. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

The following are just some of the specific acts that are banned but the list is NOT exclusive:

1. Sexual Harassment;
2. Misrepresenting the Chamber to prospective new members;
3. Making false and misleading statements about what the Chamber can or cannot do for potential new members.

Ambassador Point System

Points will be tracked by both the individual Ambassador and by which team he/she is on. There will be a sign in sheet at each Ambassador event. Ambassadors in attendance at said events will simply sign their initials by their name on their Team list, thus showing Ambassador was in attendance at event. The point system is subject to change at any time by the President of the Chamber.

New Chamber member recruitment - LEAD (must join)	300
Attendance at Ambassador Luncheons	50
Annual Banquet	50
Ribbon cuttings, ground breakings, open house	50
Chamber Night Out	50
Volunteering at a prior approved Chamber event	50
Sponsor a guest at an Ambassador luncheon	50
Serve as an event greeter	50
LEADS Meeting	50
Member Calls and Visits (with submission of feedback)	50

Ambassadors are encouraged to accumulate at least 250 points a month.

Communication

Communication is key to the success of the Chamber Ambassador program. Communication may be facilitated through a variety of means but the primary form will be the Ambassador Feedback form on the LACC website.

<http://lewisvillechamber.org/ambassadorfeedback>

This form should be used for the dissemination of information from contact with members: to submit leads and referrals for new or prospective members, and to communicate exceptional efforts by other Ambassadors, members, or the LACC staff.

Ambassador of the Month

Ambassadors are responsible for signing in to Chamber events and submitting feedback following communications with members and prospects. Points awarded by these activities will be accumulated on a monthly basis. Each month an Ambassador of the Month will be awarded based 50% on points accumulated and 50% on exceptional activities that contribute to the overall benefit of the Chamber. The Ambassador of the Month will receive an award to display in their place of business commemorating the achievement, recognition at the Monthly Partnership Luncheon, recognition in appropriate Chamber communications, and a nomination for Ambassador of the Year.

Withdrawal

Withdrawal: The Ambassador program is considered, "At Will". Any Ambassador may withdraw from the Ambassador Committee at any time, with or without cause. The Ambassador will be required to turn in his/her name badge to the LACC. Upon withdrawal, the Ambassador will no longer be able to represent themselves out in the community as being an Ambassador of the Chamber.

Removal: The Ambassador Chairman shall have the authority to recommend to the Executive Board the removal of an Ambassador from the Ambassador Committee. The Executive Board can remove an Ambassador of the Chamber at any time, with or without cause. The following are just some of the specific acts that are banned but the list is not exclusive.

1. Violation of the Code of Conduct described above;
2. For conduct unbecoming a member or prejudicial to the aims or repute of the Chamber.

The Ambassador program is a Volunteer program!

The Lewisville Area Chamber of Commerce appreciates all members and the time you commit to the success of your Chamber.

What is the meaning of mentor?

- A trusted friend, counselor or teacher, usually a more experienced person. Some professions have "mentoring programs" in which newcomers are paired with more experienced people, who advise them and serve as examples as they expand and grow.
- Today mentors provide expertise to less experienced individuals to help them advance their careers, enhance their education, and build their networks. In many different arenas people have benefited from being part of a mentoring relationship.

**ACKNOWLEDGEMENT OF RECEIPT LEWISVILLE AREA CHAMBER OF
COMMERCE AMBASSADOR PROGRAM GUIDELINES**

I, _____, volunteer to serve as an Ambassador for the Lewisville Area Chamber of Commerce. I promise to fulfill my duties outlined above to the best of my abilities. I fully understand what is expected of an Ambassador and acknowledge that I have read the Ambassador Program Guidelines in its entirety.

I agree to pay **\$30.00** initial fee or the **\$20.00** renewal fee. The Ambassador name badge will be presented to me at the next month's Ambassador luncheon. (*NOTE: Replacement badges will be \$25.00*)

Signed

Date

Printed Name

Business Name

Address

City/State/Zip code

Email Address

Method of Payment: Cash Check Credit

Credit Card Number _____
Credit Card Type Visa MasterCard AMEX Discover
Expiration Date _____ / _____
Verification Code _____

Signature _____

Were you recruited? Yes No

If Yes, by Whom? _____

For Chamber Use Only:	
Received By:	_____
Payment Processed By:	_____
Date Badge Ordered:	_____
Date Badge Received:	_____