



Gainesville Area Chamber of Commerce Ambassador Program

Responsibilities

As a Gainesville Area Chamber of Commerce Ambassador, the following responsibilities are required of each Ambassador and each Ambassador is encouraged to meet the quarterly goals:

- 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.
- Assist with Chamber programs, i.e., Annual Awards Banquet, Golf Tournament, Depot Days, Rise and Shine, and Mixers, as well as, other special events.
- Attend the monthly Ambassador Meetings.
- Follow-up contact with new members.
- Conduct "goodwill" visits to existing Gainesville Area Chamber of Commerce members to thank them for their continued support and to let them know the Gainesville Area Chamber of Commerce is there to support them.
- Recruit new members.
- Provide feedback to the Chamber Staff after discussions with members and prospects.

Ribbon Cuttings

Ribbon Cuttings are meant to introduce the new business to the Gainesville Area Chamber of Commerce 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.

Code of Conduct

As an Ambassador of the Gainesville Area Chamber of Commerce, 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.

Withdrawal

Withdrawal: The Ambassador program is considered, "At Will". Any Ambassador may withdraw from the Ambassador Committee at any time, with or without cause. 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 Gainesville Area Chamber of Commerce appreciates all members and the time you commit to the success of our Chamber.

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

I, _____, volunteer to serve as an Ambassador for the Gainesville 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.

Signed

Date

Printed Name

Business Name

Address City/State/Zip code

Phone Number _____

Email Address _____

Were you recruited? Yes No If

yes, by whom? _____



CHAMBER AMBASSADOR RECRUITMENT

Mission Statement of a Chamber Ambassador:

Serve as the Gainesville Area Chamber of Commerce public relations team.

The Goals and Responsibilities of our Chamber Ambassadors are to:

- Attend chamber spotlight/ribbon cuttings, Welcome Wagon stops, Business of the Month, Ambassador of the Month, Chamber mixers, and other Chamber activities. Inform the members and community of Chamber activities and services.
- Ensure retention of members through personal calls and follow-up.
- Recruit new members through year-round solicitation.

The Objectives of our Chamber Ambassadors are:

- To supplement and support the efforts of the Chamber board and staff to develop a strong membership base through recruitment of new members, maintain open communication between the Chamber, its members, and the community, and ensure the implementation and success of the Chamber's programs.

Join a team:

Recruited by a Team Member? You will join their team!

If you were not recruited, you will be added to the Team that follows next in rotation.

Ambassadors will meet on the first Wednesday of the month at 12:00pm at the Chamber to discuss new businesses and plan upcoming events. Participation in any and all chamber events is encouraged and appreciated.

Name: _____ Business/Organization: _____

Address: _____

Phone Number: _____ Email address: _____

For further information contact Whitney Reeves at First United Bank. 940-668-3131
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