



2019 Ambassador Application Packet

Assisting the Chamber in Retaining Members

Mission: To be the “Premier” volunteer business club in the Pickerington Area that builds profitable relationships through strategic networking and collaborative support of each other, other Chamber members and the business community at large.

Ambassador Objectives:

- Educate members about services and benefits of their membership.
- Foster new member engagement in Chamber programs, events and committees.
- Nurture quality relationships.
- Attend ribbon cuttings, groundbreakings and grand openings.
- Assist with membership development activities and events.
- Meet and greet at monthly Chamber meetings.
- Deliver Member of the Week plaques.
- Welcome new members by way of a phone call or personal contact.
- Host an annual event as decided upon by the committee.

Meeting Time: First Wednesday of each month, 8:30-9:30 a.m., Chamber office

Ambassador Chair: Heather Landon, Heartland Bank

Staff Liaison: Theresa Byers or Michelle Richardson: theresa@pickeringtonchamber.com or michelle@pickeringtonchamber.com

Benefits to Ambassadors:

- Official Ambassador name badge
- Opportunity to earn Ambassador spotlights through promotion of Chamber members
- Exclusive invitations to community events afforded to Chamber leadership teams only (i.e. soft openings of a new business, legislative meetings, limited opportunity events)
- Exclusive access to Chamber planning, legislative issues and community forums
- Identified as being a first point of contact for mentoring new members
- Exclusive opportunities to interact with staff and board of directors
- The opportunity to build relationships and networks that are deep, profitable and meaningful within the committee, with other members and with the business community at large.

Expectations of Ambassadors:

- To represent the Chamber in a professional manner, including but not limited to attire, professional behavior in all public interaction, and on social media.
- Attend monthly Ambassador meetings, missing no more than three meetings within a year.

- Foster involvement in the Chamber (networking & training programs) of new members during the first three months of their membership
- Participate in monthly Chamber events, as time allows (i.e. Women's Leadership Coalition, Lunch Mob, Membership Luncheons, Morning Brew)
- Assist with greeting, registration, guiding first timers, and building networking opportunities at Chamber events
- Submit monthly call report to Chamber staff liaison for membership tracking
- Provide feedback for continuous improvement of the committee
- Attend annual Ambassador orientation and various workshops and planning sessions throughout the year (as needed)
- Complete an annual program and self-assessment

Rewards & Recognition: Ambassador of the Year will be recognized at the Annual Meeting in February of each year and will be voted upon among their fellow committee members. Additional recognition opportunities will be added.

Monthly Meetings: Monthly Ambassador meetings are held on the first Wednesday of every month from 8:30-9:30 a.m. The schedule will include networking and spotlights with Ambassadors sharing 5 minutes about their business. Other elements include mini trainings, volunteer sign-ups, member assignments and announcements.

Why Ambassadors:

- Ambassadors are a crucial link between the Chamber and its members and help foster an active business environment.
- To better leverage the strengths of our members in engaging and serving our members resulting in increased member retention.
- To better serve our members and the greater community by utilizing an elite group of volunteers who are professional in every manner and who, through their representation reestablish the Chamber's reputation.
- To maximize the effectiveness of the Ambassadors by capitalizing on a more focused commitment vs. simply attending a networking lunch once a month.
- To provide the means for our members to foster meaningful, long lasting relationship rather than superficial, "one-time" contacts.

Ambassador Selection Process: Ambassadors are selected through an invitation, application and interview process.

Applicants are required to:

- Be a current Chamber member for 6 months
- Employed with current employer for 6 months (transfer of existing Ambassador to new employee may be waived)
- Submit completed Ambassador application
- Submit signed employer consent form
- Complete interview with Ambassador Chair and Chamber President
- Complete one-month trail by shadowing another Ambassador mentor at events/activities
- Attend annual on-boarding and orientation event

Applications are evaluated on application information, professionalism, and Chamber involvement. Applications are submitted to the Staff Liaison then forwarded to the Ambassador Chair. Upon acceptance of an application, an interview will be scheduled to complete the acceptance process.



2019 Ambassador Application

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Name: _____

Company Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Website: _____

General Questions

1) Did someone recommend you become an Ambassador? If so, who? _____

If no, please list on reference. _____

2) How long have you worked for your current employer? _____

3) Which Chamber events & activities have you attended in the past year?

(Mark all that apply)

- Annual Awards Celebration & Silent Auction
- Morning Brew!
- Lunch Mob
- A Day of ATHENA
- PACC Golf Classic
- Pizza Wars
- Monthly Membership Luncheon
- Grand Opening / Ribbon Cutting Ceremony
- Economic Update

- 4) What is your impression of the Chamber and the services it offers?

- 5) List 3 benefits your company has received from its Chamber membership.

Applicant Questions

- 1) Why do you want to be a Chamber Ambassador?

- 2) What do you hope to gain from the experience?

- 3) Rank from 1-3 (1 highest, 3 lowest) your priorities/interest in:
 - _ Networking
 - _ Identifying potential new member businesses
 - _ Helping retain current member businesses

- 4) What do you hope to bring to the Ambassadors?

- 5) Give an example of a volunteer experience you've had that has prepared you to effectively carry out the responsibilities of an Ambassador?

- 6) Are you able to commit to 4-6 hours a month of volunteer time to be an Ambassador? Yes / No

Agreement

Please initial next to the following items that you have read, understand and agree with the following expectations of being an Ambassador:

- _____ I will carry out the mission of the Ambassadors and represent the Pickerington Area Chamber in a professional manner.
- _____ I will be committed to retention of membership for the Pickerington Area Chamber through connecting with existing members.
- _____ I will be informed about events, activities, and work of the Chamber in the region, and work to engage new members into the offerings of the Chamber.
- _____ I will ensure that my company remains in good standing with the Chamber.
- _____ I will meet the requirement of 75% (9 of 12) attendance at monthly Ambassador meetings.
- _____ I will commit to participating in events and logging call reports with the Chamber staff liaison.
- _____ I will attend Ambassador orientation, and will commit to attending as many workshops as possible throughout the year.
- _____ I will wear my Ambassador name badge at ALL Chamber events.
- _____ I understand that failure to meet the attendance, duty, conduct, or professional expectations of the program may result in dismissal from the Ambassador program.
- _____ My workplace is aware of my possible involvement as an Ambassador and supports me making the necessary commitment of time.

Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I also affirm that I am willing and able to make the time commitment required.

Printed Name: _____

Signature: _____

Date: _____

The Pickerington Area Chamber provides equal opportunities without regard to race, color, religion, nationality, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with the Pickerington Area Chamber. You will be contacted no later than July 1st regarding your application to serve as an Ambassador.