



Interested in becoming an Ambassador?

Who are the Ambassadors?

The Ambassadors are a group of Chamber members who want to volunteer their time to be a more active member within the Chamber as well as within the Sandusky County business community. Ambassadors work with the Chamber of Commerce staff and Board of Trustees to increase membership, improve membership retention, strengthen awareness of Chamber benefits, and assist with various Chamber events.

Ambassadors are very important in the day-to-day operation of the Chamber. Ambassadors are liaisons for the Chamber of Commerce of Sandusky County. Their commitment and participation in Chamber events is critical to the success of the Chamber and is greatly appreciated!

Benefits of being an Ambassador:

- An Ambassador has the opportunity to meet business leaders for potential business and social contacts.
- An Ambassador will receive exposure of their name and company before the business community.
- An Ambassador may have the opportunity to advance to other Chamber leadership opportunities, i.e. the Chamber's Board of Directors, Chairpersons for Ambassadors, etc.

Qualifications of an Ambassador:

- Ambassadors must be an employee of a current Chamber member. An Ambassador who becomes unemployed has 6 months to become gainfully employed with a Chamber member or a resignation is required.
- An Ambassador should be in a position that allows flexibility to meet requirements of membership.
- An Ambassador should be interested in community involvement and demonstrate leadership qualities.
- Ambassadors should be knowledgeable or educate themselves about Chamber services, its programs and activities, and the business community.

Application Process:

- Complete an Ambassador Contract and return it to the Chamber office.
- An authorized person within the business/organization must approve and sign the Ambassador Contract.
- The contract will be presented and reviewed at the next regular monthly meeting of the Ambassadors for membership consideration.
- The Ambassador Chair or Program Coordinator will notify the candidate as to the status of their application.

Ambassador Requirements & Responsibilities:

- Take part in the Member Care program which gives Ambassadors a small list of current (joined within the past year) and/or new members to mentor and conduct outreach activities with.
- Attend the monthly meetings on the fourth Tuesday of the month at 8:00 a.m., held at the Chamber. The purpose of the monthly meetings is for informing Ambassadors about Chamber business, reviewing the event calendar and tending to other Chamber needs such as Chamber benefit updates, etc.
- Attend 50% of monthly Ambassador meetings and 50% of all ribbon cuttings or groundbreakings. An Ambassador who misses 3 or more monthly meetings will be considered "inactive" & will have to reapply for membership. Meeting attendance is very important in fulfilling your Ambassador duties.
- Participate in Membership Campaigns when applicable and encouraged to recruit, sponsor and sign new Chamber members when opportunity arises.

- Wear the official Ambassador apparel to Chamber functions. The Ambassador Committee will determine formal/casual attire.
 - “Red Coat”/blazer (purchased by individual or business/organization for approximate \$140): The Red Coat is worn for groundbreaking, ribbon cuttings, grand openings, and other Chamber events where Ambassadors volunteer.
 - Casual polo shirt (shirt purchased by individual or business/organization for approximately \$30): Worn for fair events, golf outing, etc.
 - Name badge (badge purchased by individual or business/organization for approximately \$13): Worn for all Chamber events, and when representing the Chamber.
- Assist with Business-After-Hours, special meetings, ribbon cuttings, groundbreakings, Annual Golf Outing and other Chamber events.
- Visit new and existing Chamber members to encourage involvement.
- Retain a professional appearance and attitude when representing the Chamber.
- If unable to fulfill the membership requirements, provide a letter of resignation to the CEO/President of the Chamber. The resignation letter will be presented to the Ambassador Committee to address appropriately.

Additional Information

- There will be a limitation on membership numbers in the Ambassador group. A maximum of one representative from the same business/organization will be permitted to serve as Ambassadors during the same period.
- An Ambassador may be asked to remove themselves from the committee if the Ambassador does not meet the membership requirements. (The dismissal is discussed through the Ambassador Committee agenda to make final dismissal decision.)
- Upon leaving the Ambassador Committee, return any and all Chamber property as directed by the CEO/President.
- A Chairperson and Vice Chairperson serve the Ambassador Committee on a regular calendar year, with the understanding that after one year, the Vice Chair will move into the Chair position.
- One Ambassador representative will be present at each Chamber Board of Trustees meeting throughout the year. In addition, one Board of Trustees representative will be present at each Ambassador meeting throughout the year.



Ambassador Commitment Form

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

As a member of the Ambassadors, I will:

- * Commit to build a lasting relationship with my Member Care representatives.
- * Retain a professional appearance and attitude when representing the Chamber of Commerce.
- * Keep proprietary information confidential.
- * Volunteer my time to help at various Chamber events.
- * Help the Chamber maintain a healthy membership through retention and growth of members.
- * Attend the monthly meetings which are held on the fourth Tuesday of each month.
- * Be knowledgeable about the Chamber in areas regarding Chamber services, its programs and the business community.

Upon reading and understanding the information pertaining to the Ambassador and the responsibilities associated with being an Ambassador, I hereby submit my application for acceptance into the Chamber Ambassadors.

Signature: _____ Date: _____

Employer Consent

I support this individual as a representative of our business in becoming a member of the Chamber of Commerce of Sandusky County's Ambassadors. I understand Ambassadors are expected to wear special attire to events (red blazers, polo shirts, and name badges), and that there is a cost associated with these items. I also understand that some functions may occur during business hours and that Ambassadors are expected to attend a minimum of 50% of the monthly meetings and 50% of the ribbon cuttings/groundbreakings. I will support this individual's involvement in these activities to the best of my ability.

Authorized Signature _____ Date: _____