



Madison Area Chamber of Commerce

301 E MAIN STREET

MADISON, INDIANA 47250

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Ambassador Criteria & Guidelines

1. Purpose:

To serve as the public relations division of the Madison Area Chamber of Commerce (MACC) and as good-will ambassadors for the Madison, Indiana area. The Ambassadors shall serve as a prestigious force working to assist the Madison Area Chamber of Commerce Board of Directors.

2. Membership Criteria:

- Ambassadors must be a member or employed by a MACC member in good standing.
- Ambassador Membership is by application and approval. Applications are reviewed as needed by a committee consisting of the Ambassador Chair, one board member, and one staff member.
- Ambassador Membership shall be no more than 15 persons. A waitlist will be maintained as needed.
- The term for an Ambassador is one calendar year. During this term, an Ambassador may be an active member until the individual wishes to resign or is terminated for lack of performance.
- Ambassadors that meet or exceed requirements may reapply for additional terms.

3. Responsibilities and Guidelines:

- Attend Ambassador training.
- Attend no less than 50% of the regular monthly meetings.
 - Meetings will be held at 11:00am on the first Wednesday of every month.
 - Special meetings may be called as needed by the Ambassador Committee Chair.
 - Point sheets should be emailed to staff on or before the last day of the month.
- Attend the following events as frequently as possible:
Ribbon Cutting Ceremonies, Business After Hours, Work It Wednesday, and/or Breakfast Networking
- Volunteer for at least one major Chamber Event:
Annual Dinner, Golf Scramble, Regional Business Expo, and/or Soup, Stew, Chili, & Brew
- Tell friends, family, colleagues, and acquaintances about Chamber events and Chamber benefits through word of mouth and social media.
 - Note: Please do not speak negatively about the Chamber in the community. If you personally or your organization does not agree with a Chamber stance, please discuss it with our Executive Committee.
 - All Social Media posts should be linked directly back to the Chamber's website, Facebook, Twitter, etc. Please re-post/re-tweet directly from our feed to maintain the most accurate and up-to-date information.
- Ambassadors are expected to complete TWO member visits EVERY MONTH with a goal of four, and are expected to earn a minimum of 50 points per month.
- Recruit new Chamber members.