



Ambassador Job Description

Mission Statement: The Ferndale Chamber of Commerce Ambassadors are the welcome arm for the Chamber; greeting new members, promoting Chamber programs and/or projects and bridging the gap between the general membership and the Board of Directors.

Top 3 Priorities:

1. Have the right attitude.

- a. Ambassadors act on behalf of the Chamber. It isn't about your personal business, it's about the Chamber and how you can help other members connect to each other.
- b. Positive, fun, upbeat and caring for others.
- c. Professional.

2. Be there.

- a. Ambassadors attend as many Chamber events and functions as they can throughout the year, including monthly Ambassador Meetings.

3. Follow through.

- a. When you commit to being at an event as an Ambassador, people are counting on you.
- b. When you commit to making contacts, delivering information or representing the Chamber, people are counting on you.
- c. When you learn about other businesses you need to share that information with other Ambassadors and Chamber staff that more people are aware and learn.

Roles and Responsibilities

1. STAR

- a. An Ambassador is like a supporting actor/actress, whose job it is to make the other person a "star".
- b. An Ambassador shines with enthusiasm, positive mental attitude and brightens events and activities.

2. Support

- a. An Ambassador supports other members by helping to connect members to each other.
- b. An Ambassador supports the Chamber by representing the Chamber, communicating key Chamber messages to members and the community. "You'll get out of your Chamber membership, what you put into it."
- c. An Ambassador supports other Ambassadors by encouraging fun, positive, high energy.
- d. An Ambassador supports the Chamber by learning about other members, sharing that information at the Ambassador Committee meetings and with Chamber Staff.

3. Confidentiality and Sensitivity

- a. As an Ambassador you may not use any confidential and sensitive information you may become privy for anything but Chamber business.

Ambassador Policy

1. Preliminary Period

- a. Before one becomes an official Chamber Ambassador, the individual must fill out an application.
- b. Before one becomes an official Chamber Ambassador, the individual must attend 3 consecutive monthly Ambassador Meetings.

2. Upon Availability

- a. There will be no more than 20 Chamber Ambassadors at anytime.

3. Terms Lengths

4. Resignation and Replacement

- a. An ambassador may resign at any time.
- b. An ambassador can be asked to resign at any time if the individual is not meeting requirements.



**Application to serve on the Ambassador's Committee
Ferndale Chamber of Commerce**

Name: _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Affiliation/Title: _____

Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Business Fax:** _____

Business E-mail: _____ **Business Webpage:** _____

Are you serving as a Committee Chairperson or on a committee of the Ferndale Chamber of Commerce? _____
Yes _____ No (Please indicate which committees.) _____

Will you be able to attend at least 8 committee meetings per year? _____ Yes _____ No

Will you be able to attend 50% of the Coffee Connections? _____ Yes _____ No

Will you be able to attend 50% of the After Hours? _____ Yes _____ No

Will you be able to attend 50% of luncheon speaker series? _____ Yes _____ No

Will you be able to attend the Annual Chamber Gala and Awards? _____ Yes _____ No

Will you be able to attend the Chamber's Annual Strategic Planning Board Meeting? _____ Yes _____ No

Will you be able to welcome new members with phone calls and/or visits? _____ Yes _____ No

Will you be a positive voice for the Chamber, promoting good works, involvement, volunteerism and participation in events? _____ Yes _____ No

Will you refer new clients to the Chamber office on a monthly basis? _____ Yes _____ No

Will you be able to attend 2 Chamber events this year as an Ambassador? (Events include: Golf Tournament, Gala, Coffee Connections, Speaker Series, Annual BBQ, Dream Cruise, Ice Festival, and other events) _____
Yes _____ No

Why do you want to become an Ambassador of the Ferndale Chamber of Commerce? _____



**Statement of Interest and Commitment
Ferndale Chamber of Commerce Ambassador's Committee**

Commitment Oath: I _____ understand that as an Ambassador I have a vital role in helping the Ferndale Chamber of Commerce reach strategic objectives and important business results.

I will make a commitment to:

Learn and experience the Ferndale Chamber of Commerce so I can communicate what the Chamber is, how to get involved and how to make the most of Chamber membership.

Attend and facilitate Chamber events, programs and projects, including the Ambassadors Committee meetings.

Personal commitment to the Ambassador's Committee:

_____ I will attend at least 8 committee meetings per year.

_____ I will attend 50% of the Coffee Connections per year.

_____ I will attend 50% of the After Hours events per year.

_____ I will attend the Annual Chamber Gala and Awards.

_____ I will attend the Chamber's Annual Strategic Planning Board Meeting.

_____ I will welcome at least 6 new members with phone calls and/or welcome packets this year.

_____ I will be a positive voice for the Chamber, promoting good works, involvement, volunteerism and participation in events.

_____ I will actively promote membership by seeking out prospective members.

_____ I will attend at least 2 Chamber events this year as an ambassador. (Events include: Golf Tournament, Gala, Coffee Connections, Speaker Series, Annual BBQ, Dream Cruise, Ice Festival, and other events)

_____ I will keep my Chamber dues current during my time as an ambassador.

_____ As an ambassador I will not improperly disclose or misuse any confidential or sensitive information I may become privy to.

I understand that at anytime I am unable to fulfill the commitments of an Ambassador, I will give appropriate notice of resignation to the committee. If for any reason the committee may feel that I am not fulfilling the

commitment as an Ambassador, I will be placed on an “Ambassador on Leave” and will be replaced with a prospective new candidate.

Signature

Date