

Port Clinton Area chamber of Commerce Ambassadors

What is the Ambassadors Program?

The Ambassadors are a group of Port Clinton Area Chamber members who want to volunteer their time to be a more active member within the Chamber as well as within the Greater Port Clinton Area business community. Ambassadors work with the Chamber of Commerce staff and Board of Directors 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 operations of the Chamber. Ambassadors are liaisons for the Port Clinton Area Chamber of Commerce. 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, Chairperson for Ambassadors, etc.
- An Ambassador has an opportunity to receive special invitations to exclusive "invitation only" Chamber events.

Qualifications of an Ambassador:

- Ambassadors must be an employee of a current Chamber member or an individual member in good standing. 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 carry out the duties described.
- An Ambassador should be interested in community involvement and have future leadership potential for the Port Clinton Area Chamber of Commerce.
- An Ambassador should be knowledgeable about Chamber services, its programs and activities, and the business community.

Application Process:

- Complete an Ambassador Application and return it to the Chamber office.
- An authorized person in their business/organization must approve and sign the Ambassador Application.
- The application will be presented and reviewed at the next regular monthly meeting of the Ambassadors for membership consideration. Final approval is granted by the Board of Directors.
- The Ambassador Chair will notify the candidate as to the status of their application.

Ambassador Requirements & Responsibilities:

- Expected to attend the monthly meetings on the third Tuesday of the month at 8:30am and held at the Port Clinton Area Chamber of Commerce. The purpose of the monthly meetings are for informing Ambassadors about Chamber business, reviewing the event calendar and tending to other chamber needs such as New Member Plaque distribution and New Ambassador approval.
- Encouraged to collect 100 points per quarter. See enclosed Point Sheet for more information.
- Encouraged to promote his/her individual business during Chamber and Ambassador Functions, not limited to his/her introduction with the Ambassador's business name and business card, however consideration of the other members time at events is very important.
- Expected to participate in Membership Campaigns and encouraged to recruit and sign at least one new Chamber member per year.
- Volunteer their time to assist with Business After Hours, special meetings, ribbon cuttings, Golf Outing, Sunset Cruise, Holiday Mixer and other Chamber events.
- Visit new and existing Chamber members to encourage involvement.
- Retain a professional appearance and attitude when representing the Chamber.
- Three consecutive unexcused absences at the monthly meetings could jeopardize Ambassador status.

Ambassador Point Sheet:

At each monthly meeting, Ambassadors will complete a point sheet (see attached) for the activities completed during the previous month and turn it into the Chair at the end of the meeting. In order for points to be added to an Ambassador's tally, all paperwork relating to the Ambassadors activities must be completed and turned in with their monthly point sheet.

Ambassador Attire:

Ambassadors should dress appropriately when representing the Chamber at activities, events and ribbon cuttings. Ambassadors will be required to purchase a casual polo shirt with the Port Clinton Area Chamber of Commerce logo on it and the word “Ambassador” beneath the logo. This will be at the Ambassador’s own expense.

Ambassador Badge:

An Ambassador will be presented a name badge that should be worn at all Chamber events and when representing the Chamber. New Ambassadors are required to attend three consecutive meetings and earn 100 points prior to receiving their official name badge.

Awards and Recognition:

Each month, points will be awarded to each Ambassador upon submittal of the Ambassador Activity Points sheet. The Ambassador Activity Points Sheet should be turned in to the Committee Chair at the end of each monthly meeting in order to receive proper credit.

At the end of the year, the Ambassador with the most points accumulated will be recognized as the “Ambassador of the Year” at the monthly meeting and at the Chamber’s Annual Dinner and Awards Program. A special prize (TBD) will be awarded to the Ambassador of the Year.

Ambassador Officers:

A Chairperson and Vice Chairperson will serve the Ambassador Committee on Chamber’s fiscal year (April 1st-March 31st), with the understanding that after one year they will move into the Chair position.

Limit on Ambassador Participation:

There will be no more than two official Ambassadors from any member company. If a company wishes to have more than two persons purchase polos and rotate their representative, this would be acceptable. However, only the two official representatives will be listed as the Ambassador from that business on the roster.

Resignation:

Ambassadors unable to fulfill the membership requirements should provide a letter of resignation to the President of the Chamber. The resignation letter will be presented to the Ambassador Committee to address appropriately.

Removal:

An Ambassador may be asked to remove themselves from the committee if he/she does not meet the membership requirements. Three consecutive unexcused absences at the monthly meetings could jeopardize Ambassador status. The dismissal is discussed through the Ambassador Committee agenda to make final dismissal decision.

Upon leaving the Ambassador Committee, any and all Chamber property must be returned as directed by the President.

**2013 Port Clinton Area Chamber of Commerce
Ambassador Application**

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell: _____

Email: _____

As a member of the Ambassadors, I will:

- Retain a professional appearance and attitude when representing the Port Clinton Area 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 third Tuesday of each month at 8:30am.
- Be knowledgeable about the Chamber in areas regarding the Chamber services and benefits, 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 Port Clinton Area Chamber of Commerce Ambassadors Program.

Signature: _____ Date: _____

Employer Consent

I support this individual as a representative of our business in becoming a member of the Port Clinton Area Chamber of Commerce Ambassador Program. I understand that some functions may occur during business hours. I understand Ambassadors are expected to attend a minimum of 75% of the monthly meetings and 75% of the events. I will support this individual's involvement in these activities to the best of my ability.

Authorized Signature: _____ Date: _____