



AMBASSADOR TEAM MEMBER EXPECTATIONS AND APPLICATION

The mission of the Chamber Ambassador Team is to welcome, nurture, and recruit new and potential Chamber members, act as goodwill representatives at Chamber functions, and aid in the support of Chamber members. Please review the following expectations in total and complete the application should you decide to proceed with joining our Ambassador team.

Qualifications for Prospective Ambassador Team Members:

- Being a team member requires participation. To qualify, members must have at least 1 month of active participation in The Chamber and attend at least one Chamber Ambassador Monthly meeting. Qualifying candidates will be approved by a simple majority vote by the Ambassador Team.
- Minimum 2-year agreement to serve.
- Attend 75% of all monthly ambassador meetings.
- Attend a 50% combination of Good Morning, Yuma!, Monthly Mixer Events, and Ribbon Cuttings.
- Participate in the well-being of the Ambassador program by introducing and nominating one new Ambassador per year.
- Join an ambassador committee.
- Have fun and network, network, network!

Structure

The Ambassador Team will have a Chair and Vice Chair. The Chair and Vice Chair will have the responsibility to coordinate duties with Chamber Ambassadors and Chamber staff at events. In addition to the Chair and Vice Chair, Committee Chairs will also be established and voted on at the beginning of each calendar year. Committees include, but not limited to Good Morning, Yuma! Mixers, Ribbon Cuttings, Social Media, and Special Events.

Team Participation

Team members will have a point system to track their participation in the below-listed events:

Ribbon Cutting (attend)	1	Annual Business Expo (work)	5
Saturday Ribbon Cutting (attend)	5	Annual Dinner (attend)	1
Monthly Mixers (attend)	1	Annual Dinner (work)	5
Monthly Mixers (work)	3	Special Events (attend)	1
Good Morning, Yuma! (attend)	1	Special Events (work)	3
Good Morning, Yuma! (work)	3	Monthly Ambassador Meetings	2
Annual Business Expo (attend)	1	<i>(Required to attend at least 8 meetings per year)</i>	



The Ambassador Point sheet will always be available on the Google Drive. It is up to the individual Ambassador to fill out his/her points. The Vice-Chair will review the document for accuracy on a monthly basis.

During an extraordinarily busy time of business, team members may take up to a 90-day “leave of absence” without counting against them. Anyone desiring to do so needs to notify the Vice Chair in writing. No points will be taken or given during a “leave of absence”.

In order for Ambassador Team Membership to be renewed, you **MUST** accumulate a total of **50 points**. Members who fail to take an active role and do *not* accumulate 50 points will be evaluated for continued participation on the Ambassador Team. Team members will be contacted by the Chamber Chair and Director of the Chamber of Commerce Office. Team members granted a reprieve will be placed on a three-month probationary period and re-evaluated at the end of that time. A two-thirds majority vote from the Ambassador Team will be required to remove any team members. If a team member is removed from the Ambassador Team due to lack of participation according to the Guidelines, they will have the opportunity to be reinstated six months from removal date.

Recognition

An Ambassador of the Quarter award will be given out each quarter to a qualifying team member. Criteria used for this will be based on participation points earned for the appropriate quarter. At the end of the year, an Ambassador of the Year will be selected from the entire group of ambassadors and recognized at the Annual Chamber Dinner.

Cost

The Ambassador Team is a non-refundable fee of \$75. This covers the cost of the name tag, shirt, and sash. Team members who require a replacement for lost, stolen or misplaced name tags or polo will be charged \$15.

Committee Descriptions & Responsibilities

Ribbon Cuttings

- If requested, act as hosts by welcoming individuals or in other capacities as requested by the business owner/manager
- Assist during the actual ceremony by holding the ribbon, etc.
- Coordinate beforehand where/how the photo will be taken
- Physically check host location and inform Ambassador Team members of parking or space issues
- Check Google for incorrect address/address issues that may arise
- Send out reminder email to Ambassador Team members
- Promote on various social media outlets



Committee Descriptions & Responsibilities (continued)

Mixers

- Check-in and inform monthly host of expected roles and responsibilities
- Report updates, needs, and/or changes at monthly ambassador meetings
- Assign team members for the front desk, 50/50, set-up, etc.

- Ensure front desk money bag is accounted for and accurately balanced
- Physically check host location and inform Ambassador Team members of parking or space issues
- Send out reminder email to Ambassador Team members

Social Media

- Promote Chamber activities by posting photos/information on major social media channels
- Check-in at all related chamber events and functions
- Encourage others to check-in and follow Chamber social media pages
- Send out reminders via social media for all events and functions

Good Morning Yuma!

- Check-in and inform monthly host of expected roles and responsibilities
- Report updates, needs, and/or changes at monthly ambassador meetings
- Assign team members for the front desk, greeters, survey collectors, 50/50, etc.
- Ensure front desk money bag is accounted for and accurately balanced
- Send out reminder email to Ambassador Team members

Special Events (Annual Dinner, Business Expo, State of the State, etc.)

- Work and recruit fellow ambassadors to assist with the event. Tasks may include but are not limited to working the front desk, ushering, selling raffle 50/50 tickets.
- Help procure relevant door prizes (annual dinner, business expo).
- All working ambassadors during special events will be comped individual meal.

After reviewing the above, please choose at least one or as many as you like:

- Ribbon Cutting
- Mixers
- Social Media
- Good Morning, Yuma!
- Special Events



By completing the application, I acknowledge I have read and agree to the Ambassador Team Member Expectations Agreement and will abide by it.

Name: _____ Date: _____

Contact Phone #: _____ Fax #: _____

E-mail: _____ Cell Phone #: _____

Ambassador Polo and Materials Fee: Bill Employer ____ Bill Ambassador ____

Name of Employer: _____ Address of Employer: _____

Current Occupation: _____ How long have you been in the community? _____

Do you belong to any other organizations? If yes, please list: _____

All Ambassadors' are required to be employed by organizations that are members of the Chamber of Commerce and that are in good standing with the Chamber. If your employer is not a member in good standing, are you willing to become an associate member of the Chamber of Commerce with an annual fee of \$115?

Polo Shirt Size: _____ Name on name tag: _____

Preferred business name on name tag: _____

I would like an Ambassador sash: Y N

Signature of Applicant

Date

Signature of Applicant's Manager/Supervisor

Date

Signature of Ambassador Chairperson

Date



To: Our Amazing Ambassadors

From: John Courtis
Executive Director, Yuma County Chamber of Commerce

Effective: February 2020

CONFIDENTIALITY AGREEMENT AND STANDARDS OF SOCIAL MEDIA CONDUCT
Ambassadors should be aware the effect of their actions may have on their image,
as well as the image of the Yuma County Chamber of Commerce.

- Ambassadors are always expected to conduct themselves professionally, whether or not they are representing the Chamber at that time, as their actions have consequences for the Yuma County Chamber of Commerce, its staff, its members and employees of members.
- Ambassadors should be aware that the Yuma County Chamber of Commerce may observe content and information made available by Ambassadors through social media. Ambassadors should use their best judgment in posting material that is neither inappropriate nor harmful to the Yuma County Chamber of Commerce, its staff, or members or employees of members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, profane, or that can create a hostile work OR civic environment.
- Ambassadors are not to publish, post or release any information that is considered confidential.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Ambassadors should refer these inquiries to the Chamber office.
- Ambassadors agree to not divulge information that is confidential regarding Chamber business, or its members and employees, that they may or may not have learned at the Ambassador Lunches, Board Meetings, or at a Good Morning, Yuma! Setup.

I understand these standards. I also understand that I can be removed as an Ambassador of the Yuma County Chamber of Commerce for any incident that the Chamber deems objectionable.

Ambassador

Date

Executive Director, Yuma County Chamber

Date