



**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 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 New Member.

**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	Acquire a New Member into the Chamber	5
Annual Business Expo (attend)	1	Monthly Ambassador Meetings	2



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 **30 points**. Members who fail to take an active role and do *not* accumulate 30 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, stole 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

### **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: 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: 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

### **Membership**

- First-year members have the worst renewal rates among chamber members – connecting and engaging a Chamber member during their first 12 months is important and crucial to them becoming active participating members!
- After GMY and after receiving New Member attendance list from Chamber office, contact member regarding their GMY experience (calls should be placed between Monday-Thursday of following week and report back any areas of concern back to chamber)
- Contact soon-to-be renewed members to get feedback about their overall experience as a member so far and personally invite them to upcoming events. Get them involved and excited again about being part of the chamber!
- Invite members to Mixers and other appropriate events
- Actively seek out the new members at events (ex. Sit next a new member at GMY, introduce new members to other members at Mixers, etc.)

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

- Work and recruit fellow ambassadors to assist with event. Tasks may include but not limited to: working 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



By completing the application, I acknowledge I have read and agree to the Ambassador Team Member Expectations Agreement and will abide by it. I understand I will be invoiced the Ambassador fee after I have attended one Ambassador meeting and preferably worked at least one event, as stated in the Qualifications on page 1. At the next regularly scheduled Ambassador meeting, I will receive my official Ambassador status from the Ambassador chair.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Ambassador Polo and Materials Fee: Bill Employer \_\_\_\_\_ Bill Ambassador \_\_\_\_\_

All Ambassadors' are required to be employed with organizations that are members of the Chamber of Commerce and that are in good standing with the Chamber.

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: \_\_\_\_\_

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