AMBASSADOR INVITATION PACKET

Leading…

Influencing…

Helping …

SERVING…

“Working Together for Total Community Development”

The Hocking Hills Chamber Of Commerce is excited to announce the launch of our Chamber Ambassador Program. Every business owner wants to be a part of what is going on between business and the community. Now is your opportunity to strengthen the link as participation in the Ambassador Program is only available to Chamber Members.

What is the Ambassador Program? This is a group of representatives from the chamber membership body who agree to volunteer a few hours of their time each month to promote the company they represent and serve as a link between the chamber board, community, and new and existing members. The Ambassador Program allows you to promote your business, build a network for referrals, gain an inside perspective on local business and community events, establish a one-on-one connection with new and existing chamber members and gives you another opportunity to have a voice within the chamber.

TEAM UP IN 2017…
AMBASSADOR TEAM GUIDELINES

MAKE CRITICAL BUSINESS AND PROFESSIONAL CONTACTS.
BRING RECOGNITION TO YOURSELF AND YOUR ORGANIZATION.
MAKE A DIFFERENCE IN THE BUSINESS COMMUNITY.
BOOST YOUR BUSINESS WHILE HELPING THE
Hocking Hills CHAMBER OF COMMERCE.

2017 AMBASSADOR APPLICATION

CHAMBER MISSION
Be a catalyst for growth and prosperity for our members and community.

AMBASSADOR TEAM MISSION
To support the Hocking Hills Chamber of Commerce’s mission by helping to grow and maintain a strong membership base, through the innovation and implementation of activities that will support membership recruitment, engagement and retention. To serve as public relations representatives of the Hocking Hills Chamber of Commerce.

PURPOSE
The Ambassador Committee is a volunteer group of recognized professionals who interact with fellow Hocking Hills Chamber members to provide information and answer questions about the Chamber, and serve as an additional resource and communication link between the Chamber and its members. Ambassador members’ will work with the Chamber to increase membership, improve membership retention, strengthen awareness of Chamber Benefits and assist with various Chamber events.

BENEFITS
Unsurpassed business contacts and networking opportunities. Increased exposure to Chamber and community initiatives. Increased visibility at Chamber programs and events. Name badge to identify you as a Hocking Hills Chamber representative while volunteering at events and visiting member businesses. Recognition for yourself and your organization in the business community and in Chamber communications.

ELIGIBILITY
Must be an employee of a Hocking Hills Chamber member business in good standing, and must have the approval of direct supervisor. Participation is limited to no more than 2 representatives per company. Must have flexible schedule and be able to devote time each month to participate in required ambassador activities.
AMBASSADOR SELECTION PROCESS:
Ambassadors are selected through an application process for a full term or Chamber Board appointment. Applicants are evaluated on application information, professionalism, and Chamber involvement. Applications are due March 1st, 2017.

TERM OF SERVICE
Two years with opportunity to continue longer based upon performance, chamber needs, etc. Application renewal every two years. Ambassadors serving by Chamber Board may have the opportunity to continue after successful completion of first year.

REQUIRED ACTIVITIES
- Attend a one-hour orientation and training session.
- Attend a one and a half hour team meeting on the designated Day of each month.
- Identify, refer and help recruit new Hocking Hills Chamber members and ambassadors.
- Help welcome new members by reviewing membership benefits, and acquainting them with the Hocking Hills Chamber as necessary.
- Contact members, as assigned, by phone or in person to assist with member engagement and retention.
- Assist at Hocking Hills Chamber events as schedule permits, assisting with greeting, registration and member engagement.
- Represent the Chamber at ribbon cutting events in the community as schedule permits.
- Provide support and assistance for other activities/events that the Hocking Hills Chamber conducts.
2017 AMBASSADOR APPLICATION

INFORMATION

Name: ___________________________________________ Date: ________________________________

Title: ___________________________________________

Business/Organization Name: ____________________________________________________________

Address: ____________________________________________________________________________

City: ___________________________ State: _____________________ Zip Code: ______________________

Phone: __________________________ Mobile: _________________________________________________

Email: ___________________________________________ 

How did you learn about the ambassador program: ________________________________

Name of person that referred you (if applicable): ________________________________

PERSONAL STATEMENT

Please write a brief statement indicating why you want to serve as an ambassador of the Hocking Hills Chamber, and what you will bring to the team (attach additional sheet if necessary).

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Which Hocking Hills Chamber events & activities have you attended in the past year? (Mark all that apply)

- Ambassador Lunch
  (To be added after first year)
- Annual Dinner
- Business Before Hours / Business After Hours
- Chamber Meet & Greet/ Seminars
- Golf Outing
- Ribbon Cutting
- Ground Hog Breakfast
- Other

Rank from 1-3 your priorities/interest in:

_____ Networking
_____ Identifying potential new member businesses
_____ Helping retain current member businesses
AGREEMENT
Please initial next to the following items that you have read, understand and agree with the following expectations of being an Ambassador:

____ I will carry out the mission of the Ambassadors and represent the Chamber in a professional manner
____ I am committed to growing the membership of the Chamber through membership prospect referrals.
____ I will be informed about events, activities and work to engage new members into the offerings of the Chamber.
____ I will ensure that my company remains in good standing with the Chamber.
____ I will serve on an Ambassador Team and work to attend as many ribbon cuttings, and other events as possible.

COMMITMENT
In the event I am selected to be an Ambassador, I understand that I am expected to meet certain criteria regarding meeting and event attendance, and if my responsibilities are unfulfilled I will be removed from membership in the Ambassador Team. By signing below, I confirm that I have read the Ambassador Mission & Purpose, fully understand the commitments required and will do my best to serve the Hocking Hills Chamber well.

Printed Name: ______________________________________
Signature: __________________________________________ Date: ______________________

EMPLOYER COMMITMENT
By signing below, I am confirming that our business/organization is a member in good standing of the Hocking Hills Chamber of Commerce and that the aforementioned applicant has our full support to devote the time necessary to serve as an ambassador.

Printed Name:
Signature: __________________________________________ Date: ______________________
Title: ________________________________________________

RETURN TO
Complete the application and fax 740.385.7259 or mail to:
Hocking Hills Chamber of Commerce Ambassadors, 30140 Iles Road, Logan, OH 43138

FOR MORE INFORMATION
740.385.6836 or Dani Bell, info@hockinghillschamber.com

Hocking Hills Chamber of Commerce provides equal opportunities without regard to race, color, religion, nationality, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with the Hocking Hills Chamber of Commerce. You will be contacted regarding your application to serve as an Ambassador.
Ambassador Club Commitment Form

Name:____________________________________________________

Company:__________________________________________________

Address:___________________________________________________

Phone: __________________________ Email:____________________

As a member of the Hocking Hills Chamber of Commerce Ambassador Club, I will:

___ Be a member / employer is in good standing

___ Retain a professional appearance and attitude when representing the Chamber of Commerce.

___ Keep Proprietary information confidential

___ Volunteer my time to help at various Chamber events such as Ribbon Cuttings, Open Houses, Grand Openings, Breakfast Before Hours/Business After Hours, etc in order to invite and welcome new members and current members.

___ Help the Chamber maintain a healthy membership through retention and growth of members.

___ Pay an annual dues investment of $50.00 (billed in January of each year).

___ Attend the monthly meetings.

___ Be knowledgeable about the Chamber in areas regarding Chamber services, its programs and business community. Call on new business.

___ Follow-up with Chamber Executive Director regarding any member issues or potential concerns.

Upon reading and understanding the information pertaining to the Ambassador Club and responsibilities associated with being an Ambassador, I hereby submit my application for acceptance into the Hocking Hills Chamber of Commerce Ambassador Club.
Retention Visit ________________________________
Address ________________________________________
Name of Main Contact ____________________________

Thank you for your commitment to the Chamber. This Retention Visit should take no more than 10-15 minutes and your efforts are greatly appreciated.

Relevant Talking Points:

Introduction:
We are / I Am _______________________________________
Name(s), Title(s) and Employer(s)

Purpose of Visit / What Chamber Ambassadors Do:
We are / I am Ambassadors for the Hocking Hills Chamber of Commerce. As an Ambassador we support the Chamber by calling upon our business peers to introduce ourselves and to invite you and your employees to take advantage of the networking and marketing opportunities and group savings plans offered exclusively to Chamber members.

What you are delivering
In the Market Bag is the The Membership Directory, a listing of the annual events as well as opportunities to promote your business through networking opportunities. These are widely distributed and available interactively online on the Chamber’s website.

Invitation to Business Before Hours
I would like to invite you and your employees to take advantage of our monthly Business Before Hours. I have enclosed a schedule of the 2016 opportunities. If you cannot attend, please consider sending someone in your place. These are great in informal opportunities to meet other business people and to get the work out about the services offered by your business.

If you have any questions please feel free to contact me or the Chamber office.
Preamble:
The purpose of the Ambassadors of the Hocking Hills Chamber of Commerce is to promote and represent the Hocking Hills Chamber of Commerce in a positive manner and to provide an additional means of communication between Chamber Members, Chamber officials and the communities they serve. In addition to serving the chamber of Commerce and membership as an Ambassador, the position provides both personal networking opportunities and promotion opportunities for participating businesses. The Ambassador Committee will keep the Hocking Hills Chamber of Commerce Board of Directors and Director fully informed of all activities.

Article One: Name
Section One
The name of the Committee shall be Hocking Hills Chamber of Commerce Ambassadors.

Section Two
The Committee shall be a part of the Logan Hocking / Hocking Hills Chamber of Commerce, securing its authority for operation from the Board of Directors of the Chamber. Any funds raised by the Ambassadors will be managed by the Hocking Hills Chamber fund for future projects.

Article Two: Membership
Section One
An Ambassador shall be an active member of the Logan Hocking / Hocking Hills Chamber of Commerce. Each membership of the Logan Hocking / Hocking Hills Chamber of Commerce will have the availability of submitting application an Ambassador Position.

Section Two
There will be a limit of no more than fifteen individuals who can serve as Ambassadors with a 1 year term.

Section Three
New members will be received by invitation only, with consideration as to (1) diversification of business and community interest, (2) visibility in the community, (3) willingness to support the activities of the Chamber and the ambassadors, (4) enthusiastic participation in all Ambassador functions and readily available for Ambassador activities, (5) compatibility with current Ambassador members and (6) cap of ± 2 Ambassador from the same business / employer.

Section Four
Active membership may be terminated when an Ambassador misses three consecutive regularly scheduled meetings or four meetings in a calendar year. Reinstatement will be a majority vote at a scheduled meeting.

Section Five
Each member will have an equal vote in the deliberations of the club. Each member must be present at meetings to cast vote.

Section Six
Ambassador dues will be $50.00 annually invoiced at the first of the year.

Article Three: Officers
Section One
The committee chair shall be elected to a term of one year beginning with the January meeting. The Chair shall appoint up to two peer Ambassadors to serve on the Membership Executive Committee. The Executive Membership Committee will canvas the existing membership prior to the end of the year for volunteers. The Membership Committee will in turn present a slate for a majority vote. Chair(s) may stay on for up to three one year terms as long as the majority of peers assents.

Section Two
A. Chair – It shall be the duty of the Chair(s) to preside at meetings of the committee/program and to perform such other duties as pertaining to the position of the Chair. The Chair(s) shall have the authority to appoint sub-committees and by virtue of the position is an ex-officio member of said committee. The Chair shall be a full voting member of the Hocking Hills Chamber of Commerce Board of Directors.

B. The Membership Committee shall be established to schedule retention and new member procurement visits and to work closely with the Chamber staff to make sure that Ambassadors have up to date packets.

Section Three
The Hocking Hills Chamber of Commerce Chamber Director will be responsible for the reconciliation and financial business obligations for the Ambassador’s funds.

Article Four: Meetings
Section One
The Ambassadors shall meet on the ____________(Sample: 3rd Tuesday) of each month at a time and place to be conveniently designated and at such other times as decided by mutual or majority agreement. Special meetings may be called at the discretion of the Hocking Hills Chamber of Commerce Board of Directors, Hocking Hills Chamber of Commerce Director/Staff, Ambassador Chair(s) or membership committee. The committee may make interim decisions that they will be accountable for at the next regular meeting. Meetings may also be cancelled in like manner.
Section Two
A quorum shall consist of those members present.

Article Five:
Section One

Members of the ambassadors will wear their official Ambassador name tag at functions when representing the Hocking Hills Chamber of Commerce. Ambassadors may also wear nametags specific to their employment.

Article Six: Duties
Section One

Ambassadors will call on Chamber member as assigned, call on new and expanding businesses, seek out new business to welcome, procure sponsors and sponsorship items for fundraising events, and attend monthly meetings and other functions when appropriate.

• Be a member / employer is in good standing
• Review a list of current members, new members and potential members during monthly meeting to schedule visitation calls
• Retain a professional appearance and attitude when representing the Chamber of Commerce.
• Keep Proprietary information confidential
• Volunteer my time to help at various Chamber events such as Ribbon Cuttings, Open Houses, Grand Openings, Breakfast Before Hours/Business After Hours, etc in order to invite and welcome new members and current members.
• Help the Chamber maintain a healthy membership through retention and growth of members.
• Pay an annual dues investment of $50.00 (billed in January of each year).
• Attend the monthly meetings.
• Be knowledgeable about the Chamber in areas regarding Chamber services, its programs and business community. Call on new business.
• Follow-up with Chamber Executive Director regarding any member issues or potential concerns.