Windom Chamber of Commerce &

Ambassador Committee

AMBASSADORS

Building Business- Building Relationships!

MISSION

To actively support, promote, and advocate for Windom Chamber of Commerce & Windom Area Business Community.

VISION

The Windom Chamber of Commerce serve as the “goodwill ambassadors” of the business community and area community at large. They are instrumental in the promotion of Windom Chamber of Commerce and its members and help set a positive stage for new membership growth and existing membership retention. The Windom Chamber of Commerce & Ambassadors are key to the ongoing goal of Windom are Chamber of Commerce by building business by building relationships.

Committee Initiatives

REQUIREMENTS

- Ambassadors must be employed by or directly associated with a current member in good standing with the Windom Chamber of Commerce.
- To allow fair representation from a variety of Windom Chamber businesses and organizations, 1 ambassador representative per business is encouraged. If a Windom Chamber of Commerce business or organization has multiple facilities or divisions, exceptions will be considered and reviewed by the Director. 1 Ambassador alternate may be designated and will be viewed as a Windom Chamber Ambassador.
- Committee members must always present a positive and professional image of the Windom Chamber of Commerce and the benefits of membership.

REPORTS TO

Ambassadors are accountable to the Windom Chamber of Commerce Director and Board of Directors. They will commit to any policy of expenditure and will not issue public statements or enter into projects as a member of the Ambassador Committee without prior approval of the Windom Chamber of Commerce board of directors.

COMMITMENT & RESPONSIBILITIES

a. Attendance- The visibility of the Ambassadors is vital to the success of the committee. Ambassadors are expected to attend at least 75% of all events and programs on an annual basis. Examples include Farm & Home show, Riverfest, Hotdog Night, Nite to Unite, Chamber Golf outing, shred it Event, GALA, Monster Mash Bash, Christmas by Candlelight, Windom Chamber Fundraisers, Business Visits may include 1st Dollars, Progress Awards, New Business Welcomes, Ribbon Cuttings, Grand Opening, Ground Breaking, etc.

2) Monthly Ambassador Visits are typically the 2nd or 4th Tuesday OR Thursday of each month from 10:00am-11:30am or 3:00-4:30pm. Subject to change.
    a. Business Visits may include 1st Dollars, Progress Awards, New Business Welcomes, Ribbon Cuttings, Grand Opening, Ground Breaking, etc.
    b. Chamber functions- Chamber Connections, Business After Hours, and other networking events, workshops & seminars, etc.

    Ambassadors that regularly and excessively miss scheduled events may be asked to step down from the role

3) Term – Minimum of one-year commitment. Applications will be open annually August 1-30th. Applications will be assessed by Chamber Staff and decided upon by September 15th. Ambassadors will be introduced at the annual meeting in October. All Ambassadors will be asked to reapply every year. There will be no automatic renewals
4) Communications:
    a. Ambassadors are expected to assist with promoting all Chamber events by their awareness of the event, and by utilizing their own ‘network’ to distribute, promote, and share Chamber information.
    b. Ambassadors are asked to share opportunities with the Chamber and discover businesses to visit.
5) All Chamber Ambassadors should attend a “Membership 101” session within the first 6 months of joining the committee.

6) Uniform – There is no specified uniform at this time, but Ambassadors may be asked to wear a similar item(s).

VACANCIES

Membership within the Windom Chamber of Commerce Ambassador Committee is limited to twenty (20) persons. Applications of prospective committee members will be added to a list of potential candidates. This list will be accessed first for recruitment in the event of a vacancy. An application will be available for distribution to any potential members.

REVIEW

These guidelines will be reviewed annually by the Windom Chamber of Commerce and are at the discretion of the Windom Chamber of Commerce Director, staff, and board of directors.

Thank you for volunteering to serve as a Windom Chamber of Commerce Ambassador!

I _____ agree to represent the Windom Chamber of Commerce as an Ambassador for the term of the _____ fiscal year. I agree to promote the mission of the Windom Chamber of Commerce by serving its members as an advocate for the business needs and providing networking and education opportunities in the interest of making Windom a better place to live, work, stay, and play by:

1) Attending 75% of Ambassador visits/business after hour events
2) Serving a one-year term
3) Attending additional Chamber events when requested

This position reports to the Windom Chamber of Commerce Director and is subject to termination at any point if terms are not being met.

I will serve as the welcoming arm of the Chamber, present awards to local businesses, welcome members to Chamber events, promote membership to new and prospective members and create awareness for Chamber programs.

By signing this document, you agree to serve as a Windom Chamber of Commerce Ambassador for the specified one-year term and to follow the conditions mentioned above.

_____ _____

Ambassador Name Printed Signed
Date

_____ _____

Chamber Director Name Printed Signed Date

Ambassador Application

Name_____

Business_____

Address_____

Work Phone_____ CELL

_____

Email_____

Position/Title_____

How long have you been in this position_____

How long have you been in the community_____

Have you served on other Chamber boards or committees? Yes No

If yes, which one(s)?_____

Why do you want to become an Ambassador?

What Chamber events have you participated in/attended?

How do you support Chamber member businesses on a regular basis?

What do you hope to gain from being a Windom Chamber of Commerce Ambassador?

What do you feel are some important benefits of being a Windom Chamber of Commerce Member? (Testimony)

Applicant Signature Date