

Ambassador Guidelines

Welcome to the Yarmouth Chamber Ambassador Program. We appreciate that you have made a commitment to support and grow the Yarmouth Chamber. The following Guidelines provide information on your duties and responsibilities as a member of this prominent group.

MISSION STATEMENT: To promote the mission of the Yarmouth Chamber of Commerce through volunteer leadership, to strengthen and expand the Chamber by recruiting new members and to increase retention of the current membership by augmenting lines of communication and maximizing the value of membership.

DESCRIPTION OF AMBASSADOR COMMITTEE: The Ambassadors Program is made up of a group of business leaders which act as an extension of the Chamber team. Members are committed to helping the Yarmouth Chamber fulfill its mission of building a strong, vital business community. The Ambassador program also acts as a business-networking program. Our goal is that Ambassador's will represent a wide variety of industries and businesses.

BENEFITS OF BEING AN AMBASSADOR:

- Heighten your visibility within the Yarmouth area business community
- Get valuable business leads and contacts
- Opportunity to contribute to a vibrant business organization and the community at large
- Face-to-face networking with other Chamber members
- Get an insider's view of what's going on at the Chamber and in the region
- Recognition in Chamber newsletter, website and at events

ELIGIBILITY:

- Your business must be a Yarmouth Chamber member in good standing and believe in and support the mission of the Chamber.
- Ambassadors should be enthusiastic with an outgoing personality; possess good organizational skills and be a dependable, and honest person.
- Ambassadors must be able to balance time commitments of the program with demands of their jobs
- Should enjoy meeting new people and providing positive support and encouragement to colleagues.
- Participate in Membership Drives & other activities as assigned.

AMBASSADORS MEETINGS

- The Ambassador Committee meets as a group every month at a member location (office or restaurant). Times may vary. Participation in meetings is required. The purpose of our meetings is to build cohesiveness and camaraderie among Ambassadors and to convey important information to the Ambassadors about Chamber activities.
- Each Ambassador is expected to attend meetings. If an Ambassador misses four meetings without notification, he or she will be considered to have resigned from the Ambassador Committee. Ambassadors should contact the Chamber liaison when absences are anticipated, or emergencies prevent attendance.

Yarmouth Chamber

AMBASSADOR

PROGRAM



EXPECTATIONS

- Ambassadors will represent/promote the Yarmouth Chamber and its interests within the community.
- Ambassadors are required to become well versed in basic Chamber information, such as number of members, initiatives/goals, programs, cost of membership, etc.
- Ambassadors should try to invite one prospective or new business member to attend the monthly Business After Hours and/or other monthly networking/social events and serve as their guide.
- Ambassadors are requested to contact a minimum of one to three businesses (members or non-members) each month to hear concerns, listen to ideas and encourage their membership.
- Ambassadors should attend Chamber events when able.
- Ambassadors respect the business of the Chamber and use discretion when discussing Chamber details.
- Report any negative comments or situations regarding the Yarmouth Chamber to an appropriate team member for prompt attention and maintain such information in confidence.
- Maintain neutrality regarding political candidates when working as an Ambassador. Refrain from wearing campaign buttons or displaying campaign literature while serving in an official Ambassador capacity. The Yarmouth Chamber does not endorse candidates.
- Support and adhere to decisions made by the Ambassadors as a whole, the Chamber staff and the Board of Directors regardless of individual feelings or opinions.

For us to best plan, please look over the below and choose a minimum of three of the following additional expectations of an Ambassador you feel you can fulfill in addition to your regular work duties with your employer.

- Attend at least 75% of events: Member Only Happy Hours, After Hours, Ribbon Cuttings etc.
- Contact members assigned on monthly call list in a prompt and friendly manner reminding them of luncheons, After Hours and other special events.
- Greeting and welcoming members at events.
- Participate in the New Business Welcome Basket Program to welcome businesses to Yarmouth.
- Invite non-members to chamber events and encourage them to join!
- Participate in and volunteer at Chamber sponsored events such as: (choose one or all)
 - Yarmouth Clam Festival (always the third Friday in July)
 - Yarmouth Chamber Golf Classic (third or fourth Friday in August)
 - Boast N Toast: Holiday Gala and Auction (second Thursday in December)
- Participate in fundraising, raffle ticket sales and acquiring raffle or auction donations.
- Engage with Chambers social media by liking, sharing, and commenting!
- Other Ideas: _____

Application on next page.

Ambassador Committee Application

Name: _____

Business Name: _____

Address: _____

Business #: _____ Cell#: _____

Email: _____

Why do you want to be an Ambassador?

Personal and Professional Interests:

What Strengths do you Feel Will Bring to the Ambassador Program?

Briefly describe any recent involvement within community or business activities.

This volunteer committee is dedicated to improving communication with businesses and promoting the growth of the Yarmouth Chamber. I have read the requirements for being an Ambassador and am willing to make the time commitment and promote its Mission in the community.

Name

Signature

Date

The Yarmouth Chamber of Commerce is excited to have you as a member of the Ambassador Committee. If you have any questions or would like to express an idea, please feel free to contact Adrienne at anardi@yarmouthmaine.org.

Please return completed application page to:

Yarmouth Chamber Ambassador Program at 305 Main Street, Yarmouth ME 04096