

Ambassador Application

Who are the Ambassadors?

The Ambassadors are a prestigious group of Chamber members who want to volunteer their time to be a more active member within the Chamber as well as within the Seneca County business community. Ambassador members work with the Chamber of Commerce staff and Board of Trustees to increase membership, improve membership retention, strengthen awareness of Chamber benefits, and assist with various Chamber events.

Ambassadors are a very important in the day-to-day operation of the Chamber. Ambassadors are liaisons for the Seneca Regional Chamber of Commerce & Visitor Services. Their commitment and participation in any Chamber event is critical to the success of the Chamber and is greatly appreciated.

Benefits of being an Ambassador:

- An Ambassador has the opportunity to meet business leaders for potential business and social contacts.
- An Ambassador will receive exposure of their name and company before the business community.
- An Ambassador may have the opportunity to advance to other Chamber leadership opportunities, i.e. the Chamber's Board of Directors, Chairpersons for Ambassadors, etc.

Qualifications of an Ambassador:

- If an Ambassador is employed, they must be an employee of a current Chamber member. An unemployed Ambassador who becomes employed with a business that is not a Chamber member must encourage their employer to join the chamber.
- An Ambassador should be a professional in a position that allows flexibility to meet requirements of membership.
- An Ambassador should be interested in community involvement and have future leadership potential for the Seneca Regional Chamber of Commerce.
- An Ambassador should be knowledgeable about Chamber services, its programs and activities, and the business community.
- Retirees – Ex-officio Membership

Application Process:

- Complete an Ambassador Commitment Form and turn into the Chamber office.
- An authorized person in their business/organization must approve and sign the Employer Consent.
- The contract will be presented and reviewed at the next regular monthly meeting of the Ambassadors for membership consideration.
- The Ambassador President will notify the Ambassador candidate as to the status of their application.

Ambassador Requirements & Responsibilities:

- Expected to attend the monthly meetings, held on third Friday of the month at 12:00 p.m. Monthly meetings are held for the purpose of informing Ambassadors about Chamber business, reviewing the event calendar and tending to other chamber needs and New Ambassador approval.
- Encouraged to promote his/her individual business during Chamber and Ambassador functions.
- Must serve on at least one Standing Committee for the Ambassadors.
- An Ambassador must wear the official Ambassador apparel to Chamber functions.
- Volunteer their time to assist with After Fives, special meetings, ribbon cuttings, groundbreakings, Annual Golf Outing and other Chamber events.
- Visit new and existing Chamber members to encourage involvement.
- Retain a professional appearance and attitude when representing the Chamber.
- Ambassadors unable to fulfill the membership requirements should provide a letter of resignation to the Ambassador President.
- Upon leaving the Ambassador Club, any and all Chamber property must be returned.
- A President and Vice President serve the Ambassador Club from October to September. These are two year terms.

Additional Information:

- The Ambassadors have three Standing Committees. The purpose of the Chair is to ensure that requirements for each committee are being met on a monthly basis. The Chairs should report at Ambassador Meetings as necessary.

Ambassador Standing Committees

Welcome Committee

Responsibilities:

- Organize Greeters at Chamber events, and special meetings, etc.
- Update current Chamber business contact information

Membership & Retention

Responsibilities:

- Contact new members to invite them to the next upcoming.
- Contact at least 1 current members per month from a prepared list and invite them to the next chamber function. Use this contact time to ensure they are getting the most from their membership by asking, "Is there anything the chamber can do for you?"
- Contact at least 1 potential member per month.

PR Committee

Responsibilities:

- Work with the staff to wrap up events. Share information with the media, press releases and photos. Could write articles for newspaper and/or newsletter.

Ambassador Commitment Form

Name: _____

Company: _____

Address: _____

Phone: _____

E-Mail: _____

As a member of the Ambassadors, I will

- 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.
- Help the Chamber maintain a healthy membership through retention and growth of members.
- Attend the monthly meetings.
- Be knowledgeable about the Chamber in areas regarding Chamber services, its programs and business community.

Upon reading and understanding the information pertaining to the Ambassador and the responsibilities associated with being an Ambassador, I hereby submit my application for acceptance into the Chamber Ambassador Club.

Signature: _____ Date: _____

By signing below, I grant the Seneca County Regional Chamber of Commerce and Visitor Services a royalty-free perpetual license to use, reproduce, post, display, my picture in any media now known or later invented, including social media Internet sites such as Facebook, without limitation for commercial or non-commercial purposes.

Ambassador: _____

Signature

Employer Consent

I support this individual as a representative of our business in becoming a member of the Seneca Regional Chamber of Commerce's Ambassadors. I understand that some functions may occur during business hours. I understand Ambassadors are expected to attend a minimum of 75% of the monthly meetings and events. I will support this individual's involvement in these activities to the best of my ability.

Authorized Signature: _____ Date: _____