



# *Mena Polk County Chamber of Commerce Ambassador Program*

*Ambassadors serve as the welcome arm of the Chamber, welcoming new members  
and promoting member involvement.*

The program's mission is to develop a core group representative of the membership for the purpose of supporting and promoting a sound business environment through successful retention of members and attraction of new members; active participation at Chamber of Commerce events; creation and implementation of ideas to ensure organization strength and facilitate growth; and establishment of a rapport among the Ambassadors that serves the Chamber by its example of integrity and good will among the entire membership.

The Chamber Ambassador Committee is a chosen member group who volunteer their time to provide a crucial link between the Chamber, its members and the county at large. Ambassadors are in the center of the business activity of the community. They enjoy rewards of making new contacts, strengthening business relationships and accessing resources to further their own success. They represent the Chamber through referring new members, participating in events, such as ribbon cuttings, chamber coffees and many more support activities.

These individuals should be ready and willing to promote the mission of the Chamber and it's events to those it works with throughout the community. Ambassadors should:

- Be visible at all Chamber functions and events and set the example for a positive pro-business attitude by which all will prosper.
- Take on opportunities to implement new ideas that support the mission of the Chamber upon approval of the Chamber.

**What is an Ambassador?** Chamber Ambassadors are individuals who help represent and promote the Chamber of Commerce as well as promote the chamber membership. The Ambassador Program consists of enthusiastic volunteers from the Chamber membership who donate their time to help build member commitment and raise community awareness of Chamber activities and benefits.

**What are the Benefits to the Ambassador?** The Ambassadors grow professionally and personally by building business relationships within the community. Getting involved with the Ambassador Program is one of the first steps you can take to become more involved with the Chamber. The program is ideal if you have a desire to become more active in the local business environment, raise awareness of your business or organization and give back to your community.

The Ambassador Program provides opportunities for them to connect with local business leaders and build lasting relationships. Ambassadors will have an insider's perspective of the local business community and a high level of prestige and credibility is extended to their business or occupation through their involvement with this well-respected goodwill group.



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- Ambassadors are encouraged to attend all ribbon cutting events and monthly chamber coffees: to help our New & Existing Members in their celebrations and help create a cohesive membership through relationship building.
- When attending any ceremony, Ambassadors use their chamber etiquette. Ambassadors are a guest of the Chamber and will be representing the Chamber as an Ambassador.
- Ambassadors' photo, name, company name and business email will be displayed on the Chamber's website under the special Ambassador page.

**Star Ambassador Recognition Program** The Star Ambassador Recognition program is a "Friendly Competition" between Ambassadors. Ambassadors earn stars for performing specific tasks within the Ambassador program. Each Star Ambassador will be eligible for the Chamber Star Ambassador Award of the year, voted on by the chamber membership at the Chamber Banquet. Stars are earned by completing the following:

|                                       |          |
|---------------------------------------|----------|
| ★ Recruitment of a new Chamber Member | 30 Stars |
| ★ Attending a Chamber event           | 10 Stars |
| ★ Work a Chamber event                | 20 Stars |
| ★ Visit an existing Chamber member    | 10 Stars |

## **What are the Requirements?**

- Ambassadors must be nominated by a Chamber business membership in good standing.
- Ambassadors must fill out and submit an application.
- The Chamber Board of Directors will approve twelve (12) Ambassadors for a one (1) year term. Honorary Chamber Ambassadors are not included in this count.
- If applicable, Ambassadors must have their employer's approval to participate in the program.

## **What are the Restrictions?**

- Ambassadors cannot solicit for any political issue or person at the Chamber or any Chamber events.
- The Chamber reserves the right to remove any Chamber volunteer from any Chamber volunteer program.



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## **Application for Chamber Ambassador Program**

|  |                  |      |
|--|------------------|------|
| Full Name  |                  | Date |
| Cell Phone   | Home Phone       |      |
| Home Address   | City, State, Zip |      |
| Email Address  |                  |      |
| What form of communications do you prefer:   |                  |      |
| Place of Employment  | Position/Title   |      |
| Reason(s) you would like to be a Chamber Ambassador:   |                  |      |
| What suggestion do you have for the Chamber so that we continue to move forward and grow our membership? |                  |      |
| List other organizations you are a member of, and your title/position, if applicable:                    |                  |      |

The Mena/Polk County Chamber of Commerce follows a basic set of policies & procedures that are attached for you review.

By signing below, you agree that you have read and understand the expectations. You agree to do your best to follow these expectations to the best of your ability.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# *Mena Polk County Chamber of Commerce*

## *Ambassador Program*

### **Ambassador Policies & Procedures**

#### **Mission Statement**

The program's mission is to develop a core group representative of the membership for the purpose of supporting and promoting a sound business environment through successful retention of members and attraction of new members; active participation at Mena/Polk County Chamber of Commerce events; creation and implementation of ideas to ensure organization strength and facilitate growth; and establishment of a rapport among the Ambassadors that serves the Chamber by its example of integrity and good will among the entire membership.

Due to the number of committees within the Chamber, it is understood by all that the Board of Directors are the policy making body for the organization.

- I. THE AMBASSADORS WILL BE USED AS AN ARM OF THE CHAMBER AS FOLLOWS:
  - A. Assist and be present at Chamber functions and events.
  - B. Be encouraged to extend an invitation to prospective new members to join the Chamber.
- II. THE NUMBER OF AMBASSADORS SHALL BE SET AT TWELVE (12), PLUS HONORARY MEMBERS.
  - A. Nominees for membership in the Ambassadors shall be sponsored by Chamber members in good standing.
  - B. To obtain a balanced representation from all business categories.
- III. AMBASSADORS ARE ENCOURAGED TO ATTEND ALL SCHEDULED EVENTS.
  - A. All Ambassadors are encouraged to wear an official Ambassador badge.
- IV. HONORARY MEMBERSHIP IN THE AMBASSADORS
  - A. Any Ambassador reaching the age of retirement, who has served as an Ambassador and is no longer associated with a Chamber member firm, yet wishes to remain active in the Ambassador Committee is eligible to become an Honorary Member.
- V. AMENDMENTS
  - A. These policies may be amended as follows:
    - i. Thirty (30) days written notice of the proposed amendment to the Ambassador Committee, and
    - ii. Approval of the amendment by a majority of the Ambassadors present, and
    - iii. Approval of the amendment by the Chamber Board of Directors.