



CHEBOYGAN

AREA CHAMBER OF COMMERCE

Gateway to the Waterways

AMBASSADORS

Our purpose is to serve as goodwill ambassadors for the Cheboygan Area Chamber of Commerce and the community.

Ambassador work includes...

- Visiting and welcoming new businesses to the community.
- Visiting and welcoming new members to the Chamber of Commerce.
- Attending Ribbon Cuttings/Grand Openings/Special Events for local businesses.
- Giving community tours to prospective newcomers.
- Serve as special greeter at chamber functions (ex. Business After Hours)
- Keep the Chamber up to date with information about local businesses.
- Participation in area parades is encouraged, but not required.

Criteria for becoming an Ambassador...

- Your business or group needs to be a member of the Chamber.
- Outgoing personality, willingness to get involved and freedom of schedule.
- You need to purchase Red Fleece and/or Red Blazer (Chamber provides polo shirts & name tags)

Rewards of being an Ambassador...

- Contact with area business decision makers
- Chamber awareness
- Recognition in newsletter, newspaper and on the Chamber website
- Chance to provide items for goody bags delivered to new businesses
- Make new friends!

Monthly meetings are held the 1st Thursday of the month from May – September and every other month from October – April at 8:00AM at the First Federal Bank Board Room, to share ideas, update information and build camaraderie among Ambassadors



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AMBASSADORS POLICIES & PROCEDURES

These policies and procedures were revised and adopted by the Chamber Board of Directors, May 22nd 2008. Cheboygan Ambassadors originated in 1995

I. MISSION

The mission of the Cheboygan Area Chamber of Commerce Ambassadors is to promote the Chamber to new, potential and existing members through goodwill, public relations and enthusiastic community spirit.

II. MEMBERSHIP

- A. Membership in the Ambassadors shall be limited to:
 - 1. Those who are willing to give their time and effort to this purpose without remuneration.
 - 2. Members who have the freedom of movement in their occupations so that Obligations and Responsibilities can be fulfilled.
 - 3. Those who work for a business or are active with an organization that belongs to the Chamber, volunteers may be considered with the acceptance of the Ambassadors.
- B. The Ambassadors shall be comprised of no more than 25 **active** members along with Chamber staff. Number of Ambassadors is based on recommendation from the Chamber's Board of Directors.

III. MEETINGS

- A. Meetings will be held on the first Thursday of the month at 8:00 a.m. in the Cheboygan Area Chamber of Commerce Board Room, unless otherwise notified. Efforts will be made to keep the meeting length within one hour.
- B. Special meetings may be scheduled to the call of the chair.
- C. Ambassador Retreat will consist of 2 separate meetings; one in the Spring and one in the Fall. Times, dates and duration will be organized by Chamber Manager.

IV. LEADERSHIP

- A. The Ambassador officers shall consist of a Chairperson and Lead Ambassador that will be nominated at the September meeting. The Chairperson's term shall begin on October 1st, and continue through September 30th.
- B. The responsibilities of the Lead Ambassador include contacting Ambassadors who are not fulfilling their obligations to determine their interest in maintaining club membership, and presiding over monthly meetings and Ambassador activities in the absence of the Manager

V. RESPONSIBILITIES OF AMBASSADORS

- A. Assist the Chamber Manager when there is a special membership drive, or when need arises.
- B. Ambassadors are required to comply with the following attendance standards:
 - 1. Ambassadors should strive to attend one hundred percent of Monthly meetings unless absence is excused.
 - 2. Strive to attend as many ribbon cuttings as possible should not be less than 50%.
 - 3. Strive to volunteer at as many of the Chamber sponsored events as possible such as the Business Expo, Annual Awards Dinner, Waterways Festival, Old 27 & Beautification Celebration, 4th of July Parade, Parade of Lights, Business After Hours, and Good Morning Cheboygan as these are our signature events.
- C. Ambassadors are expected to wear their Chamber name badges and red-colored attire (polos, sport jackets, blazers, or fleece) at Chamber functions.

VI. TASKS AND PROJECTS

- A. Identify and greet new businesses in the community.
- B. Be informed about what is happening through the Chamber.
- C. Help coordinate ribbon cuttings for new, expanding or relocating businesses.
- D. Make personal contact with new Chamber Members.
- E. Make personal contact with members at large.
- F. Organize field trips to member businesses.
- G. Write personal notes to businesses on anniversaries, awards or other milestones for Chamber Members.
- H. Be positive!