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## **Ambassadors Committee Guidelines**

***Updated: August 1<sup>st</sup>, 2011***

The Chamber of Manitowoc County Ambassador Committee is part of the Administrative Initiative of the Chamber's organizational structure. Its mission is to serve the Chamber's membership through retention activities; goodwill representation at Chamber-sponsored events; membership recruitment, and assistance with The Chamber's Annual Holiday Reception, Evening to Wine Down and the Golf Outing.

### **Participation:**

- An Ambassador must be affiliated with a business or organization that is a member in good standing (or must have been upon retirement) with The Chamber of Manitowoc County
- Ambassador selection will be based upon a personal commitment to attend Ambassador functions and provide volunteer support to Ambassador activities
- Current Ambassadors, The Chamber Board of Directors and Chamber staff may recommend individuals for Ambassadors' Committee membership.

### **Organization:**

- The Ambassadors monthly meeting are generally on the third Tuesday of each month at noon. Locations will vary according to a pre-set schedule issued at the beginning of each year.
- Meetings:
  - One week prior to committee meeting chair sends an agenda to the staff liaison.
  - The staff liaison then puts the agenda into Chamber format and sends out to committee members.
  - At monthly meeting the staff liaison records meeting attendance and minutes.
  - Within one week of the meeting, minutes are typed and e-mailed to the Executive Director and committee members.
  - Prior to Executive Committee meeting ED reviews all committee meeting minutes and determine any action items that need Board of Directors input or approval. ED then includes this information into the ED monthly report.
- There is a two year term Chair and Co-Chair of the committee. The Co-Chair assumes the position of Chair following his/her term as Co-Chair. Nominations will be accepted in November and a confidential election will be held at the beginning of December with the results being announced at the December meeting. Candidates on the ballot will be notified of whom is elected prior to the December meeting.
- Ambassadors must wear their Ambassador badge at all Chamber functions. Those not wearing their name badge will be asked to contribute \$1.00 to the kitty, all proceeds to go the Scholarship Fund.
- A representative from the Board of Directors will attend the meetings on a regular basis and update the Board monthly.

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## **Ambassadors Responsibilities:**

- Ambassadors will assist the Chamber Staff in planning and executing new member campaigns and assisting in member retention programs.
- Ambassadors are expected to attend:
  - **50%** of all monthly meetings (6 per calendar year)
  - **25%** of all Ribbon Cuttings, Open Houses, and/or Business After Hours
  - Participation will be evaluated with attendance sheets that are distributed at monthly meetings and reviewed thoroughly on an annual basis. Those not meeting the minimum standard may be excused from the committee.
- Ambassadors are expected to annually volunteer for at least one of the following Task Forces:

### **Scholarship Committee/Evening to Wine Down**

With the assistance of a Chamber Staff person, the primary responsibility of the Scholarship Committee Task Force is to administer fund-raising through Business After Hour raffles, and the Evening to Wine Down.

The committee members will then review the scholarship applications, make a selection and award the recipients with the scholarships at the respective school award programs.

### **Golf Committee Task Force**

With the assistance of a Chamber Staff person, plan, organize and execute the annual golf outing.

### **Holiday Reception Task Force Committee**

With the assistance of a Chamber Staff person, plan, organize and execute the annual Holiday Reception.

## **Board Involvement:**

### **Expectations:**

The Ambassador Committee is a committee of the Chamber working in cooperation with the Board of Directors.

### **Responsibilities:**

The Chair of the Ambassadors will report, in person, to the Board of Directors, upon the Board's specific request. In the absence of the Chair, the Co-Chair will give the report.

## **Development of Ambassadors Goals:**

### **Expectations:**

Develop goals that promote Manitowoc County and The Chamber of Manitowoc County within the realm of the Ambassador Committee.

### **Responsibilities:**

Clearly define attainable goals each year with the intent of achieving 100% participation of the Ambassadors.

## **Goals of the Ambassadors Committee:**

- To recruit and retain quality companies as members of The Chamber
- Offer and fund The Chamber's Scholarship Program
- Attend Ribbon-Cutting ceremonies, Business After Hours and Open Houses for special occasions
- Host the Annual Golf Outing
- Host the Annual Holiday Reception

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- Assist the Chamber staff with new member campaigns and orientations.

## **Ambassadors Task Force Goals:**

<b>Expectations:</b>	To distribute the workload among all active Ambassadors so that all events/functions are executed in a professional image to enhance not only the Chamber and Ambassadors, but our community as well.
<b>Responsibilities:</b>	When an Ambassador accepts responsibility to a task force, the Ambassador makes a commitment to participate and contribute to the task force to the best of their abilities and to the guidelines set forth by the Ambassadors Committee.