

Welcome To The Ambassador Program

Thank you for your interest in the Ambassador Program of the Glendora Chamber of Commerce! This brochure contains important information on the Ambassador Program, such as the purpose of the committee, roles and responsibilities of an Ambassador and how to serve as an official Chamber Ambassador.

What is a Ambassador?

An Ambassador is an official representative of the Chamber of Commerce, a front-line volunteer.

Who can serve as an Ambassador?

Any current Chamber member in good standing may apply to serve as an Ambassador.

When does the Ambassador Committee meet?

The Ambassador Committee meets the first Wednesday of the month at 8:00AM at the Chamber office. Ambassadors also attend ribbon cutting events, networking lunches and breakfasts, mixers and other Chamber functions throughout the year.

Where are these events located?

Event locations will vary, as most functions are held on-site at Chamber member places of business.

Why serve as an Ambassador?

Serving as an Ambassador allows you to become more involved in your business community. This results in increased networking opportunity, enhanced visibility of your business, and numerous opportunities to market and promote your products and services.



AMBASSADOR PROGRAM



Glendora Chamber of Commerce

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Information Brochure

ROLE OF THE AMBASSADOR

It is the purpose of an Ambassador to serve as an official representative of the Glendora Chamber of Commerce.

RESPONSIBILITIES

The responsibilities of the Ambassador include participation in a variety of programs, projects and activities, including:

- Promotion of the value of Chamber membership within the Community.
- Active recruitment of new members and retention of existing members.
- Attendance at Chamber functions including ribbon cuttings, networking breakfasts, lunches, mixers and annual events.
- Support at Chamber functions as an official greeter, goodbye-host or crowd-host.
- Yearly contact of membership to obtain updated contact information for Chamber database.
- Assistance in the promotion of Chamber activities and events to the community.
- Active participation in the Chamber's *New Member Mentoring Program*.
- Contacting membership to inform of and invite to upcoming Chamber events.
- Serving as a source of information on Chamber programs, products, services and events.

These responsibilities shall be carried out by:

- Staying well informed of Chamber of Commerce policies, procedures, events and services.
- Establishing a personal relationship with assigned members through ongoing phone calls, written messages and personal contact.

- Conducting goodwill calls and alerting Chamber staff of new businesses in the City.
- Serving as a liaison between the Chamber, its members and the business community.

EVENTS & MEETINGS

There are a variety of networking, fundraising and general Chamber of Commerce events that Ambassadors are required to attend throughout the course of the year:

- Ambassador Committee meetings are held the first Wednesday of the month at 8:00AM in the board room at the Chamber office. Attendance at committee meetings is required of all Ambassadors.
- Ribbon Cuttings are held Tuesday mornings at 8:30AM, either at the place of business for members with a store-front location or at the Chamber office for home-based businesses.
- Networking Events (breakfast, lunch, mixer) are held at Chamber member places of business, and typically begin at 7:30AM, 11:30AM or 5:00PM. Ambassadors will be responsible for supporting Chamber staff by serving as a greeter, goodbye host, or crowd host at the event. A sign-up sheet will be rotated at monthly committee meetings for Ambassadors to volunteer at upcoming events.

ELIGIBILITY & MEMBERSHIP

All Ambassadors shall be current members of the Glendora Chamber of Commerce in good standing, and adhere to the following stipulations:

- Successful completion of a three (3) month candidacy period is required, with subsequent review before acceptance into the program.
- Term of Service shall be one (1) year. Upon completion, a new Ambassador Commitment form must be submitted.

RECOGNITION

Serving as an Ambassador provides you with a greater level of visibility and promotion than standard Chamber membership. As an Ambassador of the Chamber you will receive recognition throughout the year in a variety of different ways:

- Listing on the Ambassador page of the Chamber's Website.
- Introduction in an article in the Chamber's newsletter *The Business View*.
- Introduction and recognition at Chamber events at which you volunteer.
- Recognition at the Annual Installation & Ambassador Recognition Dinner.
- Opportunity to be named Ambassador of the Quarter and featured in an issue of *The Business View*.
- Opportunity to be recognized as Ambassador of Year (determined by a point system that allocates points for performance and attendance) and presented with a plaque at the Annual Installation & Ambassador Recognition Dinner. Also include a photo and feature article in *The Business View*.
- Official Glendora Chamber Ambassador name badge.

ENROLLMENT

If you are interested in serving as an Ambassador for the Glendora Chamber of Commerce, please contact the office to request an application form. Once your application has been reviewed you will need to complete the required three (3) month candidacy period. Upon successful completion of this probationary period you will complete an Ambassador Commitment form and be recognized as an official member of the Chamber's Ambassador Committee.