



*Ambassador Program: The Ambassador Program consists of volunteers from the chamber membership who donate their time to assist the chamber in various activities. Ambassadors serve a two- year commitment. New ambassadors are inducted at the chamber's annual dinner.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_  
(Employer/member must be a current dues-paying Chamber member)

Address: \_\_\_\_\_  
(Street Address, City, State and Zip Code)

Work Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Years with current employer: \_\_\_\_\_

Do you belong to other community organizations? \_\_\_\_\_ If so, please state for each:

- ◆ Organization name \_\_\_\_\_
- ◆ Office(s) held \_\_\_\_\_
- ◆ Number of hours/month committed \_\_\_\_\_
- ◆ Date & times of meetings \_\_\_\_\_  
(Use additional sheets or backside of form, if necessary.)

Does your employer/position allow you the flexibility to attend monthly meetings during the workday? YES NO (Circle One)

I understand that acceptance to service as an Ambassador requires time and personal commitment to provide support to the Kankakee County Chamber of Commerce. I understand each term for which I serve is a two- year commitment to the Ambassadors. If I am not already a member or work for a member organization, I agree to immediately become a Chamber member and understand my member status will be confirmed prior to my notification of becoming an Ambassador.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: [ambassador@kankakeecountychamber.com](mailto:ambassador@kankakeecountychamber.com)

### **Ambassador Expectations:**

- To represent the chamber in a professional manner, including dress
- Attend 75% (9 of 12) of Ambassador monthly networking meetings which are held on the first Tuesday of every month at 8:00 am
- Attend at least 50% of the Chamber events (business before & after hours, etc.)
- **Business Before & After Hours:** attend and help with greeting, registration, guiding first-timers, etc.
- Attend and/or Assist at ALL **Chamber Core Events:** Golf Outing, Membership Meeting, Annual Dinner, 40 Under 40, Athena Award, and Taste Fest.
- Ambassadors agree to attend at least **one Chamber of Commerce Board of Directors** meeting a year as a representative for the ambassadors. The representative is responsible to report on upcoming ambassadors' activities and events to the board of directors. The ambassador chair will provide this report prior to the meeting.
- Ambassadors working at chamber events accept the responsibility of email, website, and social media postings of these events when appropriate
- Ambassador Expectations are to be met by every member in the program. If a situation arises when an ambassador can no longer meet the above expectations the ambassador must resign to the chair or chamber personnel or may be asked to step down.

### **Committee Assignments:**

Ambassadors will have annual member assignments (May-April) as follows; chair, vice chair, secretary, and golf outing chair. Responsibilities include but are not limited to the following for the committee assignments;

- **Chair:** run monthly meetings, report to BOD, and make committee assignments
- **Vice Chair:** assist chair in their absence and step into role when chairmen steps down
- **Secretary:** keep attendance records, meeting minutes, and distribute prior to monthly meeting
- **Golf Chair/Co-Chair:** assist chamber staff with planning and implementation of annual golf outing. All ambassadors assist the golf chair.

### **Ambassador Expectations of Chamber:**

- Visibility and Recognition for your time and energy including;
- Name badges identifying your role in the Chamber to wear when representing the Chamber
- Identified on our Chamber website as an Ambassador for the Chamber and when appropriate in other communication vehicles (including but not limited to Facebook, Twitter, etc.)
- Regular communication & involvement with Chamber staff, including updates on Chamber activities.

*The Kankakee County Chamber of Commerce continues to identify effective ways to communicate about the many events and activities going on across the organization*

- Provide professional development opportunities to ambassadors