

# **Chamber Ambassador Application & Commitment Packet**

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Hudson Area Chamber of Commerce & Tourism Bureau  
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## **MISSION STATEMENT:**

**“To provide value to and serve our members, promote a strong local economy, advocate for the interests of the business community, champion sustainability, and market the recreational and cultural opportunities in the Hudson area.”**

### **What is the purpose of the Chamber?**

The purpose of the Hudson Area Chamber of Commerce & Tourism Bureau is to promote business development to achieve economic growth, promote recreation and tourism opportunities for the Hudson area and build a better community.

The Hudson Area Chamber of Commerce & Tourism Bureau is non-profit, membership driven organization that works on behalf of its members through the Board of Directors and committees. The work of the Chamber is financed by the investment of the partners (members) who support it by paying their fair share in membership dues.

The Chamber offers members a strong voice in the issues facing the community and businesses.

The Chamber helps businesses maximize their opportunities for success through networking, marketing, small business support, education, representation and information.

### **What is the purpose of an Ambassador?**

An Ambassador is a very important part of the day-to-day operations of the Hudson Chamber.

As an Ambassador you are a goodwill representative, or the public relations arm of the organization that works for business and community interests in Hudson.

Ambassadors serve as the welcoming committee for new members, are a link to existing members, and a conduit for potential new members.

The Hudson Chamber Ambassadors work to facilitate Chamber membership and participation in Chamber activities.

Ambassadors actively recruit new partners for the Chamber...remember, anyone interested in the community is a potential partner.

## Policies and Procedures

### Membership Requirements

All Ambassadors shall be an owner, associate, or employee of a member in good standing within the Hudson Area Chamber of Commerce & Tourism Bureau for at least one year. There shall be a maximum of twenty-five Ambassadors. There will be a maximum of one representative per business.

All prospective Ambassadors must submit an application and read, complete and remit a signed copy of the Ambassador Application & Commitment Form to the committee for review before they are officially appointed Hudson Area Chamber of Commerce Ambassadors. New Ambassador applications will be reviewed as space opens up on the committee.

To maintain an active membership in the Ambassador Committee, members must adhere to the signed Commitment requirements. If at any time an Ambassador is not meeting the commitment or expectations of the position, the Chamber Staff or the Ambassador Chair will call the Ambassador to discuss the situation. It is the responsibility of each individual to meet all requirements necessary in order to retain status.

**Any exceptions to the membership requirements will be voted on by a majority of the committee members.**

In order to become an active member of the Hudson Area Chamber of Commerce & Tourism Bureau Ambassadors an individual must:

1. Be employed by a Chamber member in good standing;
2. Complete an application for Ambassador membership;
3. Sign the Commitment form;
4. Provide a one-year minimum commitment;
5. Be able to attend visits, meetings, ribbon cuttings or other monthly Ambassador Activities (minimum time commitment 2 hours/month on average);
6. Attend Ambassador Orientation after acceptance

### Affiliation & Authority

The Ambassadors are a committee within the Hudson Area Chamber of Commerce & Tourism Bureau, and all rules and regulations or by-laws or standing rules, will conform to those of the parent organization. The Ambassadors are accountable to the Board of Directors of the Chamber. They will not commit the Chamber to any policy of expenditure, and will not issue public statements or enter public projects as a member of the Ambassador group without prior approval of the Board of Directors.

### Monthly Visits and Meetings

Monthly visits and meetings are held the third Thursday of each month. Visits take place from 3:00 p.m. – 3:30 p.m. followed by the meeting from 3:45p.m. – 4:45 p.m. **Ambassadors are responsible for attending both the visit and meeting six times per year as assigned.**

A Lead Ambassador will be assigned to facilitate the visits with each member. Ambassadors are required to serve as a Lead at least once per year.

## **Committee Guidelines**

**In order to maintain active Ambassador status, an individual must attend the following activities, at a minimum, during each quarter:**

1. Attend a minimum of 10 Ribbon Cuttings per year.
- 2 Conduct monthly Member Retention Contacts – personal visits, telephone contacts, or electronic communication as directed by the Board of Directors.
3. Attend at least 6 Monthly Ambassador Meeting & Visits per year.

Ambassadors who have 2 unexcused absentees will be dismissed from the committee. Unexcused absences are defined as no communication from the Ambassador to the Chamber Staff Liaison prior to the missed meeting/event.

Ambassadors dismissed for any reason are ineligible to serve as an Ambassador for 12 months. Following a 12-month waiting period, the former Ambassador may reapply for service as an Ambassador. All applications are subject to approval in accordance with the Ambassador Guidelines outlined herewith. A waiting list will be maintained for prospective Ambassadors.

## **Directories**

Ambassadors deliver membership directories to members each January.

## **Time Commitment**

Participation in the Ambassador Committee requires a commitment both on the part of the Ambassador and his/her firm. Ambassadors can expect to spend two hours per month on average establishing and maintaining his/her/assigned contacts and attending meetings &/or events. Additionally, Ambassadors are encouraged to attend membership functions and bring new and existing member to Chamber events. The applicant for the Ambassador organization must have the support and commitment of their business or organization.



4) Describe how you feel the Chamber benefits the Hudson area.

5) I have actively participated in the following Hudson Area Chamber of Commerce & Tourism events & activity(s).  
(Please list by year and your type of participation.)

**Personal Commitment**

**It is my desire to serve the Hudson Area Chamber of Commerce & Tourism Bureau as an Ambassador for at least one year. In doing so, I understand that I am making a commitment to the Chamber and the Committee to do the following:**

- To represent the Chamber with the utmost professionalism at all times, including all Chamber functions and in the community at large.
- To create good will for the Chamber and be a positive force in the community as a whole.
- To be an active and supportive member of the Chamber Ambassador Committee and assist with assigned duties.
- To consistently complete monthly assigned Chamber Membership Retention Contacts.
- Proper notification for absences must be received prior to the missed meeting/event.
- To attend a minimum of 10 ribbon cuttings a year.
- To attend the monthly Ambassador meetings as assigned ( missing not more than 6).
- To act as Lead Ambassador at least once per year.
- To volunteer in assisting with Chamber events and Committees.
- To assist in the development of new members.
- Deliver directories to members.
- To consume adult beverages responsibly at all Chamber events.
- To wear a Chamber name badge at functions to identify yourself as an Ambassador to our membership. (Responsible for replacement fee for lost name badges.)
- To comply with the policies & procedures of the Hudson Area Chamber of Commerce & Tourism Bureau.

**Organization/Business**

Participation in the Ambassador Committee requires a commitment both on the part of the Ambassador and his/her firm. Ambassadors can expect to spend two hours (on average) per month establishing and maintaining his/her/assigned contacts. Additionally, Ambassadors are encouraged to attend membership functions and bring new and existing member to Chamber events. The applicant for the Ambassador organization must have the support and commitment of their business or organization. **The signature of the organization/business is an indication of support for the nominee’s participation and commitment by his/her business or organization to allow participation when called upon.**

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Signature of Employer Supervisor

Title

Date

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Signature of Applicant

Title

Date

Applications will be kept on file and reviewed on an ongoing basis.