

Revised January 2025

Thank you for your interest in serving as an Ambassador of the Knox County Chamber of Commerce. This position carries certain responsibilities and expectations that you should be aware of before you make the commitment to serving. This letter should help you understand the obligation you're considering, and we encourage you to contact us if you need any clarification or just want to have a conversation about Ambassador service.

Sincerely,

**Laurie Gallwitz Carol Grubaugh, IOM**

Trust Administer Executive Director

Park National Bank Knox County Chamber of Commerce

Chair, Ambassadors Club

1. **Your name:**
2. **Business you represent:**
3. **Your title:**
4. **Telephone:**
5. **Your e-mail:**

Purpose

Volunteer members of the Ambassador Club represent the Chamber membership at large. Collectively, they are mentors to current members, welcome new members, and introduce prospective businesses to the benefits of membership.

Responsibilities and Qualifications of an Ambassador

* Be a current Chamber member.
* Support the Chamber mission and understand Chamber benefits. Packets are available for distribution.
* Actively attend Chamber events when possible. We understand you won’t be able to attend all events, but please attend events throughout the year. It enhances your knowledge of our work and is great exposure for you and your business.
* Events include Ribbon Cuttings, Groundbreaking Ceremonies, and other annual and new events we host. [Click here](https://www.knoxchamber.com/get-involved) to see our signature events. Many times, we ask Ambassadors to check-in people and direct guests. It is very helpful to the Chamber staff and appreciated. It also means so much to the business owner or those attending these events to see the “Red Shirt Ambassadors”. It’s impressive to see!
* Attend Ambassador meetings as scheduled (usually February and November).
* Purchase and wear the official red Ambassador shirt to Chamber events. Shirts are ordered through the Chamber office.

Term

Ambassadors will be asked to renew their Ambassador service on an annual basis, but there is no term limit. Many of our Ambassadors serve for years.

Signature – Your ***typed*** name represents your signature. Date

* **Return completed form to** [**Carol@KnoxChamber.com**](mailto:Carol@KnoxChamber.com)**. Thank you for your service!**

**Knox County Chamber’s Mission Statement:**

*Empower and support the success of businesses, their leadership, and the community.*

501 South Main Street, Mount Vernon, Ohio 43050 ▪ 740-393-1111 ▪ KnoxChamber.com