



AUSTIN AREA CHAMBER

Ambassador Application

Applicant Name:

Member Business:

Phone Number:

Email Address:

1. Please give a short bio about yourself and your job.

2. Why would you like to be a Chamber Ambassador?

3. What is your current community involvement?

4. Do you understand the time commitment of being an ambassador? Is it feasible in your current position to dedicate the time needed of an ambassador?

IMPORTANT NOTE: *Prior to becoming an Ambassador, you are required to meet with members of the Executive Committee, whose members will review Ambassador policies and answer any questions you may have (meetings held on the 1st Wednesday of each month, at 7:30 am). The Executive Committee then recommends consideration of applicants to the full committee. You will be contacted as to the date and time of your meeting, with the Executive Committee; and will then be contacted by your sponsor upon approval of the full committee (meetings held on the 2nd Wednesday of each month).*

I have read the Ambassador Policies and have discussed them with my sponsor, and agree to abide by them.

Applicant Signature:

Date:

Sponsor Signature:

Date:

AMBASSADOR EXPECTATIONS

Ambassadors are among the most visible and active of all Chamber committees. Because of this, working on the committee can be rewarding for both the business represented and the person directly involved. However, it can also be very demanding in terms of time. Over the course of a year, Ambassadors conduct 30-40 ribbon cuttings, help organize and host both the annual meeting and AMIGO Day golf outing, and attend 12 regular committee meetings (7:30 a.m., 2nd Wednesday of the month) and help host the monthly Business After Hours (5-6:30 p.m. 2nd Tuesday of each month). All Ambassadors are expected to directly participate (volunteer their time) during AMIGO Day (2nd Monday of September) and the Annual Meeting (Usually mid-November). Ribbon cuttings are scheduled Monday-Thursday at 11:00 a.m. or 4:00 p.m. with minor exceptions. Ribbon cuttings usually take less than 30 minutes of your time with groundbreaking taking a bit longer. The regular monthly breakfast meeting last approximately one hour.

Below are the minimum requirements for participation on the committee:

1. 66% attendance at monthly committee meetings
2. 50% attendance at other events, including the following: Ribbon Cuttings, Progress Awards, Business After Hours. Additional activities may be added to this list at the discretion of the Executive Committee.
3. 100% attendance or participation at AMIGO Day (first Monday after Labor Day) and the Annual Meeting.
4. One (1) excused absence will be allowed per month and will count towards perfect attendance. "Stars" will be awarded on a monthly basis to Ambassadors achieving perfect attendance. For an excused absence, call the Chamber office prior to the event. The Executive Committee will review excessive excused absences.

to dedicate financial resources

- Annual membership to the Austin Area Chamber of Commerce
- Annual membership to the Ambassadors (\$25)
- Tickets for Chamber banquets and meetings (\$5 - \$60)
- Uniform – red jacket (\$100-120), name badge (\$9), polo shirt (\$40)
- Fine for failure to wear uniform at events and meetings (\$3 per incident)
- Optional breakfast at monthly meetings

We want participation in the Chamber Ambassadors to be a positive experience for both the business and the Chamber as an organization.

Supervisor/Owner Support

I understand that the role of ambassador is a mutually beneficial position for our employee, company, the Chamber, and the community. It is with this understanding that I approve and encourage the applicant to apply for membership to the Ambassador Committee. If elected, the applicant has permission to have time away from work to attend meetings and events of the Ambassador Committee without having to use personal or vacation time to carry out these duties.

Supervisor/Owner: _____ Date: _____

Title: _____ Phone Number: _____

AMIGO DAY

The Chamber's largest fundraiser of the year is organized by Chamber Ambassadors. The golf outing is held on member golf courses on a rotating basis, the first Monday after Labor Day. Ambassadors sell tee/green sponsorships and solicit prizes for the event. Ambassadors serve as hosts of the event, setting up the grounds, running games and selling food and beverages. Event planning usually begins in April. All Ambassadors are expected to serve on an organizational committee and/or volunteer their time the day of the event. 100% participation is expected.

ANNUAL MEETING

The Chamber's largest member gathering of the year is designed to recognize and entertain members. Over 300 people attend the meeting. Ambassadors plan the menu, theme and decorations. A separate committee reviews all applications for business awards and selects the winners. Others present awards and help with registration. Ambassadors are among the volunteers recognized during the program. All Ambassadors are expected to attend and/or serve on a planning committee. 100% participation is expected.

BUSINESS AFTER HOURS

Business After Hours are held 5-6:30 p.m. the second Tuesday of each month at a host, member business. Ambassadors serve as co-hosts of the event and assist with registration and other functions requested by the host business. One Ambassador "team" is responsible for each month. Ambassadors from the assigned team will be asked to help welcome new members and first-time attendees by introducing them to others at the event. The Ambassador team captain is responsible for assigning individual duties at the event. 50% attendance is expected.

MEMBERSHIP

Ambassadors are asked to promote the Chamber membership by encouraging non-members to join and welcoming new members to the organization. Ambassadors who sign a new member or arrange a visit by staff that results in the signing of a new member are awarded points for recruitment. Ambassadors are also asked to personally contact new members and invite them to activities, such as Business After Hours. Lists of new members are presented at regular meetings as part of the Visitation Program.

ATTIRE

Ambassadors are expected to wear their red blazers to all meetings and Chamber events, including ribbon cuttings. Polo shirts may be worn instead during summer months, May-September, and other events designated by the Executive Committee. During winter month ¼ zip shirts are allowed for breakfast meetings only. The First Vice President will enforce this policy, issuing \$3 fines for non-compliance.

Funeral Policy. Periodically, staff or the Ambassador Executive Committee might ask Ambassadors to attend a funeral as representatives of the Chamber and Ambassador Committee. Red blazers should be worn. Notice will be provided to all Ambassadors of the date, time and place by Chamber staff; 12 or more Ambassadors must agree to attend for the group to attend in an official capacity.

12/2023