



# SOMERSET PULASKI COUNTY Chamber of Commerce

## [ who are chamber ambassadors? ]

Ambassadors are highly visible, prestigious volunteers who serve as the Chamber's primary liaison to new Chamber members. Considered the goodwill arm of the Chamber, Ambassador's play an essential role in member communication and retention, and **each Ambassador is charged with conveying member needs, questions and concerns to Chamber staff, keeping our Chamber in line with our members' desires.**

Upon their appointment, each Ambassador makes a **commitment to build lasting relationships with the Chamber membership**, particularly new members, in order to build a loyal, committed membership base that will continue to support, participate in and invest in the Chamber.

## [ about the program + commitment ]

Ambassadors **actively promote membership in the Chamber, facilitate networking among members and encourage meaningful participation and involvement in Chamber programs** in order to enhance the membership benefits received by each member, strengthen member commitment and increase long-term member retention.

Ambassadors will each receive monthly new member assignments, and Ambassadors can expect to spend **1-3 hours per month on their Ambassador duties.** Ambassadors are expected to attend at least one monthly Ambassador meeting per quarter, a minimum of four per year. **The Ambassador Committee meets 8:30 – 9:30 a.m. on the first Friday of every month.**

## [ ambassador responsibilities ]

- Accept new member assignments and conduct new member interviews (quality contacts), reporting relevant information from these interviews to Chamber staff at a monthly Ambassador meeting.
- Attend Chamber events to greet and build relationships with new members, as well as to facilitate introductions and foster direct connections for new members.
- Facilitate group discussions at quarterly Chamber Orientations.
- Attend member ribbon cuttings, grand openings and ground breakings.
- Maintain monthly contact via e-mail or phone with new member assignments.
- Volunteer at Chamber functions.

### **HOW TO BECOME AN AMBASSADOR**

Fill out an Ambassador application and return it via e-mail to Bobby Clue at [bobby.clue@somersetpulaskichamber.com](mailto:bobby.clue@somersetpulaskichamber.com), or via fax at 606-679-1744. Questions? Contact Rikiyah Pryor at 606-679-7323.



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## Ambassador Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Company Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you been with this company? \_\_\_\_\_

What size Chamber of Commerce Polo do you require: **S M L XL XXL**

Are you currently on any other boards or committees? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

Why do you want to become an Ambassador for the Somerset-Pulaski County Chamber of Commerce?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date