



Ambassador – Volunteer Job Description

An Ambassador will be a reputable professional, actively engaged in business in the greater Middleton area and surrounding communities, who is willing to promote and protect the best interest of the Middleton Chamber of Commerce and its members. An Ambassador will also serve as a liaison for prospective, new, and existing Chamber members; sharing opportunities to promote and support their business initiatives and goals. I understand the mission and purpose of the Ambassador Program and agree to devote the time necessary to accomplish the goals of the program.

I understand that my responsibilities are to:

- Serve as an Ambassador for a period of at least one year
- Attend Ambassador Orientation
- Attend All Ambassador Meetings
- Assist and Attend at least 2 Ribbon Cutting and Open Houses *
- Get Moving Middleton Greeter: Sign up for at least 3 GMM over the year *
- Business Social Hour Greeter: Sign up for at least 3 BSH over the year *
- Attend Chamber Events
- Make Assigned Engagement Contacts Timely on a Monthly Basis
- Report Engagement and Prospect Contacts to the Chamber (matrix)
- Chamber Advocate: Promote the Chamber to the greater community.
- Carry out the responsibilities of an Ambassador as outline in the Ambassador Program Guide
- I further understand that if my schedule does not allow me to fully support my duties as an Ambassador, I will resign until I am able to fully participate

**An Ambassador should take on at least eight events over the course of the year. Feel free to switch with other Ambassadors if an event timing is not a good fit for your schedule. See Brenda if you have any questions or concerns on this.*