

Ambassador Requirements and Expectations

Ambassador Name: _____ Date: _____

Ambassador agrees to the following:

- Committee members are required:
 - To be current members of the Chamber.
 - Have at least one year of membership and attend at least 8 professional development/networking events in the last year.
 - Participate in scheduled orientation.
 - Read Middleton Chamber Weekly Update and Ambassador Weekly Update newsletters.
 - Attend 8 monthly Ambassador Committee meetings on an annual basis. If you aren't able to make it, you must let someone from the leadership team know.
 - Volunteer for at least three Chamber events/quarter.
 - Attend as many Chamber events as possible.
 - Follow the Middleton Chamber on social media and SHARE our events and updates.
 - Connect with at least 30 members annually.
 - Make at least 2 membership referrals/year to Membership Development Manager.
 - Able to respond knowledgeably if asked questions about the Middleton Chamber of Commerce.
 - Follow the Middleton Chamber [Member Code of Conduct](#).
 - Respect the roles of the Staff, Chamber Executive, Committee Members, Board of Directors, and volunteers. The Middleton Chamber of Commerce has a 0 tolerance policy for any disparaging remarks made about the Staff, Executive Director, or Ambassador Committee Members.
 - Meet with Membership Development Manager and/or Ambassador Leadership or Executive Director upon request.
 - Remain open to feedback and coaching so Ambassador reaps all the rewards of the committee.

Ambassador understands that term is 2 years, renewable for 1 additional year with approval of Membership Development Manager and Executive Director.

If Ambassador is not meeting the requirements and expectations, Ambassador Committee Chair and Membership Development Manager will reach out and provide coaching if needed. We also understand that personal and professional obligations come up; if you need to step away for a period of up to 2 months, your spot will be held. If you can no longer fulfill the obligations and expectations of the Committee, you may withdraw. If, at any point, Ambassador is not fulfilling expectations, Membership Development Manager and Ambassador Chair reserve the right to remove individual from the committee. If Ambassador is absent from meetings and non-responsive to communication, it will be assumed you are vacating your spot.

Middleton Chamber of Commerce

Date

I understand the purpose of the Ambassador committee, the requirements of membership and the commitment asked of me.

Ambassador

Date