



LEWISVILLE

AREA CHAMBER OF COMMERCE

AMBASSADOR
APPLICATION &
PROGRAM
GUIDELINES

Ambassador Program Guidelines

Mission Statement

The Lewisville Area Chamber of Commerce (LACC) Ambassadors will serve as the public relations arm of the chamber by welcoming new businesses and new members, recruit new members to the chamber, volunteer to assist or help staff at chamber events, and by serving as a representative of the chamber throughout the community.

The Ambassador program is a Volunteer program!

We understand the Ambassador program is a volunteer program. The Lewisville Area Chamber of Commerce appreciates the time you commit to the success of your chamber.

What is the meaning of mentor?

- A trusted friend, counselor or teacher, usually a more experienced person. Some professions have "mentoring programs" in which newcomers are paired with more experienced people, who advise them and serve as examples as they expand and grow.
- Today mentors provide expertise to less experienced individuals to help them advance their careers, enhance their education, and build their networks. In many different arenas people have benefited from being part of a mentoring relationship.

Requirements

To be an Ambassador to the LACC, the member is requested to offer the following:

- Must be a member or be employed by a member in good standing of the Chamber. If employed by a member, we ask that you will have support from your employer to participate in the Ambassador program.
- Complete the form on the last page of this document, pay the fee, and submit it to the Lewisville Chamber for approval.
- Attend the weekly Friday LEADS Power Networking meeting, held on Friday mornings, at least once a month.

Ambassadors are encouraged to....

- Attend the bi-monthly New Member Orientation, held the first Tuesday of every month.
- Attend the monthly Partnership Luncheon, held on the fourth Tuesday of every month.
- Attend the monthly Chamber Night Out event, held the fourth Thursday of every month.

Commitment and Fee

We ask Ambassadors to make a one-year commitment to the program. A one-time fee \$10.00 to cover the cost of a name badge will apply upon enrolling. NOTE: Replacement name badges are at the Ambassador's expense of \$10.00.

Duties of An Ambassador

As a Lewisville Area Chamber of Commerce Ambassador, the following duties and involvement are asked of each Ambassador:

- Attend ribbon cuttings, ground breakings, and special ceremonies to represent the chamber and participate in various activities.
- Visit with new chamber members and schedule one-on-ones.
- Recruit new Ambassadors.
- Wear your Ambassador badge and dress professionally to chamber functions.
- Serve as host or hostess at chamber functions or by request.
- Volunteer at monthly and annual chamber events.
- Serve as mentors to new members.
- Attend Ambassador meetings as scheduled and needed.
- Participate in Thank You Tour visits to existing Lewisville Chamber members.
- Provide feedback to the chamber staff after discussions with members and prospects.

Code of Conduct

As an Ambassador of the LACC, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feeling of others, but also demands, that in your business you refrain from any behavior that might be harmful to you, other Ambassadors, your fellow Chamber Members, or the Chamber, or that might be viewed unfavorably by current or potential Chamber Members, or by the public at large. As an Ambassador, your conduct reflects on the Chamber. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

- Ribbon Cuttings are meant to introduce the new business to the Lewisville Chamber and make them feel welcomed. It is the new member's day to shine and the Ambassador's job to listen and learn about the new member's business. If you are interested in doing a "One-on-One" with a new member, please make an appointment at a later date.
- Be a considerate guest, when possible, save refreshments offered by the host until after the scheduled ceremony.
- As a representative of the chamber, professionalism is key. Business attire is strongly recommended at all chamber events.

The following are just some of the specific acts that are banned but the list is NOT exclusive:

1. Sexual Harassment;
2. Misrepresenting the chamber to prospective new members;
3. Making false and misleading statements about what the Chamber can or cannot do for potential new members.

Communication

Communication is key to the success of the Chamber Ambassador program. Communication may be facilitated through a variety of means including email, through the Lewisville Area Chamber Ambassador Facebook page, outlook calendar invites, etc.

Ambassador of the Month

Each month an Ambassador of the Month will be awarded based at the chamber's Monthly Partnership Luncheon. The chamber awards this to an ambassador who has gone above and beyond the call of duty. The Ambassador of the Month will receive an award commemorating their achievement as well as be nominated for Ambassador of the Year, which is announced at the chamber's Annual Awards Gala.

Withdrawal

Withdrawal: The Ambassador program is considered, "At Will". Any Ambassador may withdraw from the Ambassador program at any time. The Ambassador will be required to turn in his/her name badge to the LACC. Upon withdrawal, the Ambassador will then discontinue representing the chamber out in the community as an Ambassador of the LACC.

Removal: The Ambassador Chairman shall have the authority to recommend to the Executive Board the removal of an Ambassador. The Executive Board can remove an Ambassador of the Chamber at any time, with or without cause. The following are just some of the specific acts that are banned but the list is not exclusive.

1. Violation of the Code of Conduct described above;
2. For conduct unbecoming a member or prejudicial to the aims or repute of the Chamber.

**ACKNOWLEDGEMENT OF RECEIPT LEWISVILLE AREA CHAMBER OF COMMERCE
AMBASSADOR PROGRAM GUIDELINES**

I, _____, volunteer to serve as an Ambassador for the Lewisville Area Chamber of Commerce. I promise to fulfill my duties outlined above to the best of my abilities. I fully understand what is expected of an Ambassador and acknowledge that I have read the Ambassador Program Guidelines in its entirety.

I agree to pay **\$10.00** badge fee. (*NOTE: Replacement badges will be \$10.00*)

Signed

Date

Printed Name

Business Name

Address

City/State/Zip code

Email Address

Method of Payment: Cash Check Credit

Credit Card Number _____

Credit Card Type Visa MasterCard AMEX Discover

Expiration Date _____ / _____

Verification Code _____

Signature _____

Were you recruited? Yes No

If Yes, by Whom? _____

| For Chamber Use Only: | |
|-----------------------|-------|
| Received By: | _____ |
| Payment Processed By: | _____ |
| Date Badge Ordered: | _____ |