



AMBASSADOR COMMITTEE POLICY AND PROCEDURES

I. Purpose Statement

This pro-active, networking arm of the Chamber serves as a liaison between the Chamber staff, Chamber members and community.

The Ambassador Program's purpose is to develop a core group, representative of the membership, who:

- Actively welcome and support new and current members of the Georgetown Chamber of Commerce
- Recruit new members to the Chamber
- Recruit new Ambassadors to the committee
- Volunteer at Georgetown Chamber of Commerce events
- Maintain the point system expectations
- Are enthusiastic, positive, and outstanding examples of the business community
- Support staff activities
- Promote the mission of the Chamber and the Chamber's events throughout the community

II. Composition

The committee shall consist of no minimum number of members. The committee is open to all Chamber members in good standing.

Leadership Structure

Chair(s)

The Chair(s) will be responsible for running the monthly meetings and executing the leadership of the committee. Ambassador Chair(s) are appointed by the Board of Directors and can serve no more than three (3) consecutive years.

Captain(s)

The Ambassadors will have four Captains. Captains are the four highest earning Ambassadors from the previous year that 1) are not an Ambassador chair 2) agree to serve. Captains provide encouragement to their team members.

Team(s)

Each Ambassador is annually placed on a team in January by the Team Captains through a system that divides each Ambassador based on their point total from the previous year (see appendix).



Teams are to encourage one another to be active Ambassadors and serve as an additional level of accountability.

Ambassadors who join the committee during the calendar year are placed on a team via the following 1) they join the team of the Ambassador who recruited them 2) they join the team with the least members of Ambassadors

Ex Officio Members of the Ambassador Committee

The Chairman of the Board and Vice Chair of Creating Value Member (Georgetown Chamber of Commerce Board of Directors) are ex-officio members of the Ambassador Committee with full voting rights.

The Membership Manager and President and CEO also serve as ex-officio members with non-voting rights.

Consideration for Membership

Prospective committee members can apply for the committee by notifying the Chamber office or Committee Chair in writing with a completed Ambassador Application. Applications are re-submitted annually.

Terms of Office

Committee members do not have term limits but must maintain the point system as defined in this document.

III. Qualifications

The Ambassador Committee Members are expected to attend multiple events each month including the following:

Monthly Meetings

The Ambassador Committee typically meets the first Wednesday of each month. Ambassadors are encouraged to attend the meetings to obtain valuable updates on the committee and Chamber.

Attendance

As defined in the point system expectation, an Ambassador must accumulate 12 points each quarter. Additionally, an Ambassador must be a Chamber member in good standing and attend a minimum of one event per month.

IV. Point System

Point Accumulation

An Ambassador earns points on the following scale:

- 1 Point: Attend a Chamber event
- 2 Points: Volunteer at a Chamber event (per day)
- 3 Points: Recruit a new Member to the Chamber



- Ambassador's name must be included on the new member's application for full 3 points

The Ambassador Committee can approve additional points for other volunteer Chamber endorsed activities (i.e. Small Business Saturday) or for certain Chamber events that require additional travel.

Point System Expectation

An Ambassador must accumulate 12 points each quarter. Ambassadors who do not meet the point system expectation will have 90 days to meet the qualifications before being removed from the Ambassador program.

V. Recognition

Ambassador of the Month

An Ambassador of the Month will be recognized at each meeting. The award is given to the Ambassador who accumulated the most points the previous month. A runner up will also be recognized as the Ambassador who accumulated the second most points.

Ambassador of the Year

An Ambassador of the Year will be recognized at the annual Banquet in January. The award is given to the Ambassador who accumulated the most points the previous year.

Team of the Year

An Ambassador Team of the Year will be recognized at the annual Banquet. The award is given to the Ambassador Team who collectively accumulated the most points the previous year. Each member of the Team that has met the point expectations for all four (4) quarters will receive a credit equal to the price of one (1) ticket at the Banquet. The credit is valid towards an individual ticket, table or sponsorship at that years Banquet.

VI. Appendices

Ambassador Application

An Ambassador Application is kept on file for informational purposes. It includes contact and biography information on each Ambassador.

Ambassador Team Selection

Ambassadors are selected utilizing a "snake draft" designed to spread the point rankings evenly among the teams. Sample:

		TEAM CAPTAINS			
		1	2	3	4
Point Ranking	8	8	7	6	5
	9	9	10	11	12
	16	16	15	14	13

Four Highest Points from Previous Year