



NORTH CHANNEL AREA CHAMBER OF COMMERCE

Your *Channel* To *Success!*

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# AMBASSADORS

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*Guidelines and Application*

NORTH CHANNEL AREA CHAMBER OF COMMERCE  
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# NORTH CHANNEL AREA CHAMBER OF COMMERCE

## AMBASSADOR COMMITTEE GUIDELINES

### MISSION STATEMENT

To promote Chamber Membership and its benefits and services while building and maintaining member relationships with professionalism and kindness.

### QUALIFICATIONS

Being an ambassador member requires participation. The Ambassador Committee is comprised of business leaders and active individuals. To be an ambassador an individual must be a member in good standing.

### STRUCTURE

The Ambassador Committee will have a Chair and Vice Chair. (The Vice Chair for the current year will become the Chair for the following year, and is elected by a majority vote of the Ambassador Committee). The Chair and Vice Chair will have responsibility to coordinate duties with Chamber staff at events.

### EXPECTATIONS

Ambassadors are expected to attend the monthly Ambassador Committee meeting which is held on the second Wednesday of the Month at 11:30am. If for a particular year the second Wednesday does not work for the majority of the current active Ambassadors, day of meeting can be changed by a majority of vote.

Ambassadors are required to participate in a majority of Chamber events such as ribbon cutting ceremonies, surprise patrols, grand openings, luncheons, coffee networking's, quarterly new member orientation, etc.

### RECOGNITION

There will be an annual "Ambassador of the Year" award which is presented at the Annual Awards & Installation Gala. Criteria for the award is based on a point system points are earned throughout the year through participation at Chamber functions.

Ambassadors will renew commitments at the beginning of each calendar year, and will submit a professional bio including a photograph for recognition purposes.

# NORTH CHANNEL AREA CHAMBER OF COMMERCE

## AMBASSADOR COMMITTEE GUIDELINES

### GENERAL

Committee members should wear their Chamber Ambassador name tags at all Chamber events. A business name tag / shirt can be worn in addition to the Ambassador name tag, if desired.

Ambassadors will be counted by a point system. Ambassador members must make a minimum of 55 points quarterly to stay in good standing. Points are earned throughout the month by participating at chamber functions. The point system gives Committee Members the opportunity to make up points from a previous month.

There will be individual recognition on the Chamber website and Directory for members of the Ambassador Committee and their companies.

Members who fail to take an active role and do not meet their quarterly point minimum - and/or fail to request a leave of absence - will be evaluated for continued participation in the Ambassador Committee. The Committee member will be contacted by the Chamber Director to gain understanding of the situation and report to the Chair, Vice Chair and Chamber President. All issues and/or decisions will be decided by the Chamber Director, Chamber President, Ambassador Chair and Vice Chair collectively. If a committee member is removed from the Ambassador Committee due to lack of participation according to the Guidelines, they will have the opportunity to be reinstated at the next Ambassador Committee open enrollment.

### COST

The Ambassador Committee is a non-refundable annual fee of \$150. This covers the cost of a name tag, Ambassador of the Year award and other miscellaneous costs. For further information, please contact Yesenia Doyal at 713.450.3600 or by email at [yesenia@ncachamber.com](mailto:yesenia@ncachamber.com)

NORTH CHANNEL AREA CHAMBER OF COMMERCE  
AMBASSADOR APPLICATION FORM

NAME / TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE

WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PREFERRED METHOD OF COMMUNICATION: \_\_\_\_\_

GIVE A BRIEF DESCRIPTION OF YOUR PRIMARY DUTIES:

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

PLEASE LIST ANY ADDITIONAL PROFESSIONAL OR VOLUNTEER ORGANIZATIONS IN WHICH YOU ARE ENGAGED:

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

WHY DO YOU WANT TO SERVE AS AN AMBASSADOR:

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

# NORTH CHANNEL AREA CHAMBER OF COMMERCE

## AMBASSADOR APPLICATION FORM

I have read and understand the purpose of being an Ambassador as stated in the guidelines. I understand I will be volunteering my time to be involved in the Ambassador Program.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Employer's Endorsement**

\*(Required unless applicant is the business owner or individual member):

I understand and support the above applicant's desire to participate as an Ambassador of the North Channel Area Chamber of Commerce.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit all fully completed application to:

Yesenia Doyal  
Membership Director  
North Channel Area Chamber of Commerce  
13301 East Freeway Suite 100  
Houston, TX 77015  
713.450.3600  
Yesenia@ncachamber.com

### **For Office Use Only**

Date Application Received: \_\_\_\_\_

Professional Bio with photograph attached? \_\_\_\_\_

Date membership session attended: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Nametag ordered: \_\_\_\_\_

\$150 Annual Committee Fee Paid: \_\_\_\_\_