



TRUSSVILLE
AREA CHAMBER OF COMMERCE

Chamber Ambassador Application

Ambassadors Mission: To assist the Chamber in recruiting and retaining members, as well as with coordinating and volunteering at events.

Objectives:

- Educate members about the services and benefits of their membership.
- Foster new member engagement in Chamber programs and events.
- Nurture quality relationships.
- Assist chamber staff with events

Meeting Time: Fourth Thursday of the month at 8:30 a.m., at the chamber office, 400 Main Street.

Term of service: Officially, one calendar year, but an ambassador may serve as long as he/she wishes, provided he/she continues to participate in and contribute to the program.

Benefits to Ambassadors:

- Listing on the ambassador page of the chamber's website (www.trussvillechamber.com)
- Recognition at the Chamber's annual awards event
- Official Ambassador name badge

Requirements:

- **Chamber membership.** Must have been an active Chamber member for at least six (6) months.
- **Attend monthly meetings.** The meetings are held at the Chamber office or at one of our chamber businesses.
- **Assist with at least two (2) of the Chamber's major events plus Dog Daze.** Major events include the Toast of the Town, Annual Golf Tournament, Taste of Trussville, Community Caroling & Tree Lighting, and Trussville's Christmas parade.
- **Assist with other events as possible.** The chamber presents monthly luncheons, occasional breakfasts, Business After Hours events, ribbon cuttings, and more. Please plan to attend and assist as needed with these events as you are available.
- **Recruit at least two (2) new chamber members per year.** Ambassadors will keep membership brochures with them to distribute to potential new members as appropriate.
- **Wear your name tag.** Name tags must be worn at event in order for that event to be considered Ambassador participation.

Ambassador Selection Process:

Ambassadors are selected through an application process. Applicants are evaluated on application info, professionalism, and Chamber involvement.

Application for Ambassador Program

Name: _____

Company Name: _____

Position: _____

Business Address: _____

City, State, Zip: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Web: _____

General Questions

1. Did someone recommend that you become an Ambassador? If so, who? If no, please list one reference. _____

2. How long have you worked for your current employer? _____

3. What is your impression of the Trussville Area Chamber and the services it offers? _____

4. Which Trussville Area Chamber events & activities have you attended in the past year?
(Please mark all that apply.)

Annual Banquet	_____	Business After Hours	_____
Dog Daze	_____	Breakfast	_____
Golf tournament	_____	Taste of Trussville	_____
Christmas parade	_____	Monthly Luncheon	_____
Grand openings/ribbon cuttings	_____	Other (please list)	_____

5. List any benefits your company has received from its Trussville Area Chamber membership.

Ambassador Questions

1. Why do you want to be a Trussville Area Chamber Ambassador?

2. What do you hope to gain from the experience?

3. Rank from 1-3 your priorities/interest in:

- Networking
- Identifying potential new member businesses
- Helping retain current member businesses

4. What do you hope to bring to the Ambassadors?

5. Give an example of a volunteer experience you've had that has prepared you to effectively carry out the responsibilities of a Trussville Area Chamber Ambassador.

Ambassador Code of Conduct

Code of Conduct: All representatives of the Trussville Area Chamber of Commerce, as advocates for the community, will provide an inviting and open atmosphere for networking and conducting business. As public relations representatives for the Chamber, Ambassadors must demonstrate respect for the community, other businesses, and each other. The purpose of this document is to acknowledge the standards and measures of conduct to which Ambassadors will be held – by the Chamber and by each other.

Ambassador Conduct: As a member of the Ambassador Program, I recognize that membership is a privilege. Furthermore, membership brings with it the responsibility to ensure that all members also understand and commit to the membership standards and guidelines. Accordingly, I commit to:

1. Conduct all business and professional activities in a reputable manner, to reflect honorably upon myself and my business, to respect the good reputation of the Chamber, and represent the Chamber accordingly;
2. Understand, support, and promote the missions and goals of the Chamber;
3. Refrain from making sexual or other inappropriate comments, jokes or innuendo;
5. Respect the persons with whom I interact by honoring boundaries, recognizing there are different opinions, understandings and comfort levels, and accepting that it is possible to agree to disagree;
6. Respect the property, personal and professional, of the people and businesses with which I interact, by never stealing or defacing public or private property;
7. Participate, whenever reasonably possible, in the functions and activities of the Chamber, promoting business growth and related activities in the Trussville area.

I also understand that failure to adhere to the professional and personal obligations outlined above, and further defined in the Chamber By-Laws, can result in the termination of my membership in the Ambassador Program.

Ambassador Applicant Signature

Ambassador Applicant (please print)

Date

Agreement. Please initial next to the following items that you have read, understand and agree with the following expectations of being an Ambassador:

- _____ I will carry out the mission of the Ambassadors and represent the Trussville Area Chamber of Commerce (TACC) in a professional manner, including abiding by a “business casual” or nicer dress code when serving as Ambassador (no shorts, jeans, sandals, Hawaiian shirts, etc., unless appropriate for a particular event and approved in advance by chamber staff).
- _____ I am committed to growing the membership of TACC through membership prospect referrals.
- _____ I will be informed about the events, activities and work of TACC in the area and work to engage new members into the offerings of the Chamber.
- _____ I will ensure that my company remains in good standing with TACC.
- _____ I will meet the required attendance at monthly Ambassador meetings.
- _____ I will serve on an Ambassador Team and work to attend as many grand openings, ribbon cuttings, and other events as possible.
- _____ I understand that failure to meet the attendance, duty, conduct or professional expectations of the program may result in dismissal from the Ambassador Program.
- _____ My workplace is aware of my possible involvement as an Ambassador and supports the necessary commitment of time.

Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I also affirm that I am willing and able to make the time commitment required.

Printed Name: _____

Signature: _____

Date: _____

TACC provides equal opportunities without regard to race, color, religion, nationality, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with the Trussville Area Chamber of Commerce. You will be contacted in the next 30 days regarding your application to serve as an Ambassador.