



# Ankeny Area Chamber of Commerce Ambassador Committee Application 2021

The Ambassadors are the welcoming arm of the Ankeny Area Chamber of Commerce, celebrating member ribbon cuttings, recruiting new Chamber members, and volunteering at events. The Chamber Ambassador program is designed to involve and inform new members, encourage strong, continuing membership, and to actively support the Chamber and community.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Title

Company Mailing Address - Street, City, State, Zip

Preferred Phone

Preferred Email

Birthday

Chamber Member (years):

\_\_\_\_\_ [ ] 1 year [ ] 2-3 years [ ] 4+ years

I agree share my contact information (includes phone/email) with the Ambassador Committee:

[ ] Yes [ ] No

I agree share my contact information (includes phone/email) to those in attendance at a New Member Mixer, if I too was in attendance:

[ ] Yes [ ] No

**Please list your reason(s) for becoming a Chamber Ambassador.**

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

**What do you wish to gain personally/professionally by becoming an Ambassador?**

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

**Duties include:** Welcoming/mentoring new members, greeting at Chamber events and promoting the organization. Ambassadors are a very important part of the Chamber and are expected to exhibit professionalism, dependability, integrity, energy and communication skills.

**Ambassador Committee Participant Commitment Form**

I understand the purpose, duties, and responsibilities as an Ambassador and agree to the following:

1. Attend Ribbon Cuttings/Groundbreakings, New Member Mixers, Ambassador Socials, Business After Hours (BAH), and Lattes & Leads  
(Attendance will be monitored)
  - a. Assist with set up if needed
  - b. Greet at BAH/Lattes & Leads
2. Speak at Ribbon Cuttings/Groundbreakings (Minimum 3 times per year)
3. Contact new Chamber members
  - a. Mentor New Members (Minimum 3 members per year)
  - b. Encourage active participation for new members
  - c. Visit current and prospective members
4. Attend Chamber Ambassador Meetings at a minimum of 9 of 12 meetings
  - a. Monthly Meetings held from 3:30pm - 4:30pm on the 4th Wednesday of the Month (unless otherwise noted)
  - b. Months with New Member Mixers, meetings will be from 3:30pm - 4pm, with the Mixer to follow from 4 - 5pm
  - c. Months with Ambassador Socials, meetings will be from 3:30pm - 4pm, with the Social to follow from 4 - 6pm
  - d. Must attend the same day meeting to attend the New Member Mixers/Socials
5. Assist with Ankeny SummerFest as needed (ie: Headquarters Tent, Selling Tickets, etc.)
6. Address the Board of Directors and the Executive Director with dignity and respect
7. I agree to serve a two-year term and not miss three consecutive meetings without approval by Ambassador Committee Chair or Chamber Staff Liaison.
8. I agree to notify the chairperson if and when unable to attend a meeting, mixer, event, etc.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Date interviewed: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Date approved by Committee: \_\_\_\_\_

Ambassador notified: [ ] Phone call [ ] Email [ ] In Person

Ambassador Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Ambassador Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Chamber Staff Liaison: \_\_\_\_\_ Date: \_\_\_\_\_