



Jacksonville Chamber of Commerce Ambassador Program

Ambassador Program Mission

The Jacksonville Chamber of Commerce Ambassadors (The Ambassadors) are prestigious volunteer representatives to help promote member commitment and retention by:

- Raising awareness of Chamber activities, new member recruitment, public relations, member retention and benefits
- Informing and involving new chamber members to promote strong continuous enthusiasm and goodwill among membership
- Encouraging meaningful and beneficial participation in Chamber programs, activities and events
- Serve as primary liaisons between the Chamber staff and membership

Who are the Chamber Ambassadors?

The Ambassadors are the “goodwill” arm of the Chamber. Ambassadors play a vital role in the Jacksonville Chamber of Commerce acting as the official welcoming committee of the Chamber. Ambassadors proudly serve the business community, sharing knowledge of the programs, works to strengthen relationships within the business community and increase awareness of the benefits, events, resources provided and initiatives of the Chamber.

Program Benefits for the Ambassadors

- Networking/business development opportunities as you meet business leaders
- Obtain an insider’s perspective and increased visibility within the Jacksonville business community
- Increased name and face recognition
- Opportunity to connect one-on-one with new and existing Chamber Members
- Potential media coverage from attendance at Chamber events
- Chance to help the community and show community pride
- Ambassador of the Year will receive recognition at the Annual meeting and spotlight on the Chamber website

Program Benefits for the Membership

- Increased access to points of contact who can provide assistance and answer questions
- More frequent Chamber communication
- Potential for increased referrals and recruitment opportunities
- Exposure of your name and company to the business community
- Members will feel more connected to the Chamber

Ambassador Qualifications

- A. Must maintain employment with a business that is a Chamber member in good standing.
 - 1.) If an Ambassador is no longer employed by a member business, they will have 60 days to re-establish themselves with a member in good standing before participation in the Ambassador program is revoked.
 - 2.) A Chamber member is considered in good standing if they do not have any outstanding invoices 60 days or older.
- B. Complete an application for Ambassador membership;
- C. Attend Ambassador Orientation;
- D. Attend one monthly Ambassador meeting as a guest;
- E. Be inducted at one of the monthly meetings;
- F. Attend 40% of ribbon cutting events;
- G. Only one representative per Chamber member location may serve; and
- H. Maintain professional service standards at all times; please remember you are a representative of your business and the Jacksonville Chamber of Commerce

Leadership Team

- A. The Ambassador Leadership Team will be composed of:
 - a. Chair
 - b. Vice Chair/Chair Elect
 - c. Membership Outreach & Recruitment Coordinator
- B. Each Team member will serve one calendar year
- C. Team members will be elected by a vote of Ambassadors
 - a. Elections shall be held in the fourth quarter of each calendar year
 - b. Only Ambassadors in good standing may be nominated
- D. The Leadership Team will work in cooperation with the Chamber's Ambassador Coordinator on all activities and guidelines.

Points

The Ambassadors are expected to attend 40% of all Chamber Ribbon Cuttings and Events.

- A. The Leadership Team and the Ambassador Coordinator shall set the minimum point requirements for each calendar year based upon planned Chamber events.
- B. Ambassadors must meet the minimum point requirement to remain in good standing.
- C. Ambassadors who do not meet the minimum point requirement will not have their program membership renewed for the following year.
- D. The Ambassador Coordinator will keep records of all attendance and points. It is each Ambassador's individual responsibility to ensure that their points are recorded accurately.

E. The following points will be awarded:

Event	Points
Attending an Ambassador Meeting	10
Ribbon Cutting	10
Work a Chamber Event (points awarded per shift)	20
Member Outreach Visit (Happy Calls)	15
Member Outreach Call/Email/Text (must CC Ambassador Coordinator)	5
Recruit a new Chamber member (points awarded when member pays dues)	30
Recruit a member to apply to be an Ambassador	15

** Other opportunities for points may be announced throughout the year by the Leadership Team or the Ambassador Coordinator to the entire Ambassador program in advance of said opportunity.

Special Recognition

Ambassador of the Month

- A. Will be awarded to the Ambassador who earns the most points during the month.
- B. Will receive special recognition in the Chamber's communication which may include social media, newsletters, etc.
- C. May receive additional swag or a gift card from Chamber staff, value not to exceed \$25

Ambassador of the Year

- A. Will be awarded based upon the Ambassador's leadership, total points and overall contribution to the mission of the Chamber and the Ambassador program
- B. Will be recognized in the Chamber's Annual Report
- C. Will be and ex-officio position on the Jacksonville Chamber's Board of Directors
- D. Will receive special recognition in the Chamber's communications which may include social media, newsletters, etc.
- E. May receive additional swag or a gift card from Chamber staff, value not to exceed \$50

Ambassador Terms of Service

Ambassadors serve a term of one calendar year. Each Ambassador will renew their "Commitment Pledge" on a yearly basis.

If you want to make new friends, network and lend support to area business owners, please consider joining the Ambassadors.



AMBASSADOR APPLICATION FORM

The Ambassadors are prestigious volunteer representatives who play a vital role in the Jacksonville Chamber of Commerce acting as the official welcoming committee of the Chamber. Their primary activities include ribbon cuttings, new member recruitment, event hosting, and mentoring new members. Ambassadors serve as liaisons to both existing and new Chamber members and spread enthusiasm and goodwill about the Chamber’s mission, member benefits, services, programs and activities.

Name*

First:	Last:
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Company/Business Organization*

Title*

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**Ambassadors must be a chamber member in good standing.

Years with Organization*

Email*

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Work Address*

Address Line 1

Address Line 2

City	State	Zip Code
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Phone - Work*

Phone - Cell*

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Work Website

Birthday (month/day)

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Facebook Handle

Instagram Handle

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For use in cases where we can tag you in Chamber social media posts

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Community Service*

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List your most relevant community, civic, professional, business, social and/or other organizations with which you have been involved.

Short bio*

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Please provide a brief bio for potential use on our chamber website. No more than 250 words.

1. Please provide a letter of support from your supervisor or statement of self-employment. The letter should confirm you will have time to attend Chamber Ribbon Cuttings and Events.
2. If accepted as an Ambassador, you will be asked to submit a business photo (headshot) for use by the Chamber.

Yes

By checking this box above, I acknowledge/confirm that our business/organization is a member in good standing of the Jacksonville Chamber of Commerce.

Submit your completed application form:

Email: info@jacksonvillear.org

Mail: 200 Dupree Drive, Jacksonville, AR 72076



**AMBASSADOR
COMMITMENT
FORM**

Name: _____

Company: _____

Job Description: _____

Address: _____

Telephone: _____ Cell: _____

Email: _____

I understand that in order to maintain active Ambassador status, I must attend 40 percent of participation in the following events and functions:

- Networking events: Annual Meeting, Casino Night, Teacher Back to School Welcome, LRAFB Golf Tournament, Trap Shoot, Fall Classic Golf Tournament, Shop Small Saturday and Operation Thank You
- Ambassador meetings (held at Noon the second Wednesday each month)
- Ribbon Cuttings

I have read the Ambassador Handbook and agree to abide by the guidelines set forth for the Ambassadors by the Jacksonville Chamber of Commerce. Furthermore, I agree to conduct myself in a professional manner at all times while serving as a volunteer. I also understand that failure to adhere to these requirements may result in involuntary dismissal.

Completion of this application does not guarantee acceptance; however, is required as part of the submission process. The Ambassador Chairperson will contact you in regards to a new Ambassador interview.

Applicant's Signature: _____

Date: _____

Submit your completed application form:

Email: info@jacksonvillear.org

Mail: 200 Dupree Drive, Jacksonville, AR 72076