

Washington-Beaufort County Chamber of Commerce

Community Division
Ambassador Program Bylaws
Brad Davis, Program Chair

I. Purpose:

The Ambassadors are the frontline member representatives of the Chamber. The Ambassadors Program has four main objectives:

1. Social Interaction – Ambassadors will meet and greet current, new and prospective members at Washington – Beaufort County Chamber related social functions.
2. Business Recognition – Ambassadors will participate in all ribbon cutting ceremonies for Chamber Members. Additionally, Ambassadors will pick and present the quarterly “Building a Better Beaufort County” beautification award.
3. Service Role – Ambassadors are the eyes and ears of the Washington – Beaufort County Chamber. Ambassadors shall regularly visit existing Chamber members at their places of business. The purpose of the visits is to provide personal interaction, feedback and suggestions to the Chamber and give the members active involvement in their Chamber. Additionally, Ambassadors will assist with the annual membership drive.
4. Educational Role – Ambassadors will be familiar with the Chamber’s mission statement, programs and activities available and staff members in order to provide member-to-member and member-to-prospect education and information.

II. Qualifications:

1. Ambassador prospects shall complete the Washington – Beaufort County Chamber Ambassador Profile and submit it to the Community Division. The Community Division shall be responsible for the selection of Ambassador members.
2. The Ambassador Program will be limited to not more than 20 Ambassadors. No more than 2 Ambassadors shall be from the same Washington – Beaufort County Chamber business membership.

3. Ambassadors must be Washington – Beaufort County Chamber members in good standing or an employee of Washington – Beaufort County Chamber member in good standing.
4. Ambassadors shall be required to attend or have excused absences for 75% of regularly-scheduled Ambassador meetings. Additionally, failure to attend 3 consecutive meetings for any reason will result in consideration of removal from the Ambassador Program.
5. Ambassadors will be required to attend or have excused absences at least 75% of Ribbon Cuttings and “Building a Better Beaufort” beautification award presentations.
6. Ambassadors will be contacted of upcoming events by the Washington – Beaufort County Chamber or the Committee Chair via e-mail or fax if e-mail is not available. An active e-mail address is preferred.
7. Ambassadors shall be required to wear the red Ambassador’s nametag to all Washington – Beaufort County Chamber events.
8. Ambassadors are representatives of the Washington – Beaufort County Chamber and shall present themselves in a positive and professional manner at all Washington – Beaufort County Chamber events.

III. Activities:

1. Business After Hours – Ambassadors shall participate as greeters at the door and facilitate interaction of new and prospective members with the current membership.
2. Chamber Member Ribbon Cutting – Ambassadors shall attend ribbon cuttings to show the Washington – Beaufort County Chamber’s support of its members.
3. “Building A Better Beaufort County” beautification award presentations – Ambassadors shall be prepared to recommend businesses in the County who have built, remodeled and/or landscaped their business recently to add to the allure of Beaufort County. The Ambassador Group will then vote on the presentation award from the businesses recommended. The presentation shall be scheduled no more than 2 weeks from the meeting date. The award will be presented quarterly, within 2 weeks of the Ambassador Program scheduled meetings. The Award shall be displayed at the business for 2 weeks.
4. Other Chamber Events – Ambassadors shall participate as requested at the Annual Chamber Banquet and other functions as requested by the Washington – Beaufort County Chamber.

IV. Awards:

Each year at the Annual Washington – Beaufort County Chamber Banquet, an award shall be presented to the Washington – Beaufort County Chamber Ambassador of the Year. The award shall be presented to the Ambassador who has accumulated the most points during the fiscal year. Points are awarded for the following:

<u>Event</u>	<u>Points</u>
New Member Recruitment	300
Existing Member Renewal	200
Event Participation (Business After Hours, Ribbon Cuttings, Building a Better Beaufort County award, etc.)	100
Attending Ambassador Meetings	50
Completion Member Contact Sheets (each)	25

The Ambassador Program will meet in the Chamber Boardroom quarterly on the second Wednesday of March, June, September and December at 4:00 p.m.

These by-laws subject to change at any time by vote of Community Division members and will be communicated to the Ambassador's Program participants.

12/12/03/ldh.