



Ambassador Committee Application

Essential Responsibilities

Attendance: Attends monthly ambassador meetings and supports ICC events including Annual Board Installation Dinner, Annual Golf Tournament, Irwindale State of the City, Annual First-Responders Luncheon, Celebrating Milestone Members Luncheon and all other ICC events by either sponsorship or attendance.

Leadership: Brings leadership qualities that enhance the effectiveness of the Chamber, including volunteering at numerous events and proactively referring new business to join the chamber.

Training: Attends monthly Ambassador Meetings

Participation: Works constructively and harmoniously with other Ambassador members and staff, represents the Chamber at appropriate functions when requested by the Chair of the Board or the President/ CEO.

Confidentiality: Maintains a high level of confidentiality.

Support: Must be a decision maker for the member business, shall be the primary point of contact for the members business, and must be in good financial standing with the ICC.

On-boarding Process

1. Application submission & review
2. Interview with Chamber C.E.O. and Ambassador Chair
3. Appointment/election approved at the next full Ambassador meeting

Mission

It is the mission of the Irwindale Chamber of Commerce to BUILD solid relationships and provide quality services which SUPPORT chamber members and businesses, in order to DRIVE the economic vitality of our community.

Vision

To be the premier Chamber of Commerce, leading the way for others.

Core Values

We are...

Strong Communicators
~Innovators ~Connectors
~Promoters of Growth ~FUN

Position Summary

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Business Ambassadors are among the most active. They participate in numerous special events throughout the year, providing the Chamber with hundreds of hours of volunteer time in addition to attending monthly Chamber-sponsored functions. Business Ambassadors represent goodwill on behalf of the Chamber. Active participation by Business Ambassadors helps to improve communication within the business community, which in turn strengthens the image of the Chamber.

The MISSION of the BUSINESS AMBASSADORS is to connect and strengthen business relationships, communicate chamber benefits, bring exposure to its members and help businesses reach their ultimate goals.

Frequently Asked Questions

What is the process for Ambassador Committee application and selection?

Ambassador inquiries are made throughout the calendar year by word-of-mouth, referral and recruitment. The Board Development Committee meets regularly to examine the demographics, industry representation, vacancies and specific needs of the organization. Applicants are vetted carefully with the above-mentioned guidelines in mind. You are encouraged to thoroughly review the position summary and responsibilities. Should you be interested in applying for an Ambassador position, complete the attached application and agreement, and email to Jon@IrwindaleChamber.org. Your nomination must be approved by the full Board of Directors at an upcoming meeting.

What does the Irwindale Chamber of Commerce look for in potential Board Ambassador's?

Ideal candidates for the Ambassador position present themselves in a professional manner in all situations. They serve as the welcome committee to all members and participate in all membership recruitment activities. Our Ambassador's demonstrate commitment to the organization, its mission, vision and core values. They have well-developed interpersonal and communication skills, essential to effective teamwork and accomplishing the strategic objectives of the ICC.

How long is the term of each Ambassador?

Each term is one year, and reapplication will apply to all that wish to return for the following year.

How many Ambassador Meetings are held annually?

Twelve Meeting's/year, one per month.

What if I cannot attend a meeting?

Ambassadors are expected to attend every meeting; however, ICC recognizes that unforeseen circumstances arise and treats each case individually. We ask that you communicate to either Chamber Staff or the Ambassador Chair if you are unable to attend.

Are there any additional time commitments?

Below is a list of other opportunities:

- Expectation to attend all Good Morning Irwindale Breakfasts, Ribbon Cuttings, Grand Openings and After-Hours Mixers.
- Attend/schedule Business walks with other Ambassadors, attend/schedule phone calls to prospective members and invites to upcoming events
- Serve as and schedule "greeters, connectors and event captain" for all chamber events.
- Meet with Chamber Staff to establish agenda for each upcoming Ambassador meeting
- Send out reminders to Ambassadors for upcoming meetings
- Proactively seek out and recruit potential new Ambassadors along with Chamber President

Application

General

Date:

Name:

Organization:

Position:

Industry:

Company Address:

Company Phone:

Number of Employees:

Cell Phone:

Experience

Describe your business:

List boards and committees that you have served on or currently serve on:

List any additional community involvement:

Summarize the intent/motivation of why you hope to serve as an Ambassador:

What "new ideas" can you see for our Ambassador program?

Agreement

I request my name to be submitted for consideration for nomination as an Ambassador to the Board of Directors. If I am elected, I agree to do the following:

1. Attend all Ambassador Meetings held on each month and special meetings as may be required.
2. Support all major events by sponsorship and/or attendance.
Major events include but not limited to: Installation Dinner, Irwindale State of the City, Annual First-Responders, Celebrating Milestone Members.
3. Maintain the confidentiality of all Chamber business

Signature:

Print Name:

Business Representing:

Date :

Submission Completion

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Thank you for applying for the Irwindale Chamber of Commerce Ambassador Committee. Please return this form to the Irwindale Chamber at jon@IrwindaleChamber.org