



WELCOME!

MANTENO CHAMBER OF COMMERCE AMBASSADOR COMMITTEE

Top ten reasons to be a member of the Manteno Chamber of Commerce Ambassador Committee:

- ✓ Be on the front line to meet and mentor new members and promote your business.
- ✓ Take advantage of unique networking opportunities with existing Chamber members.
- ✓ Make a difference in your business community by taking an active role in the planning and execution of business growth activities.
- ✓ Maximize the return on investment of your chamber membership by leveraging your position on the Ambassador Committee to meet the leaders of the business community.
- ✓ Recognition in the community for yourself and your business.
- ✓ Develop your skills in sales, management, and marketing in a risk-free environment by learning best practices from top business professionals.
- ✓ Peer recognition among a group of other dedicated professionals like yourself.
- ✓ Increase your confidence while making new friends and enhancing your community image.
- ✓ Hone your networking skills by helping the Manteno Chamber of Commerce continue to prosper and grow.
- ✓ Have FUN!

As an Ambassador, you will be active in the community, and people will know you and your business. We have the opportunity to work as mentors by showing new and existing members how to get involved and how to make the most of their membership. Not only will you be helping the Manteno Chamber of Commerce, but you will be able to take advantage of all the benefits listed above. In a nutshell, our Ambassador Committee promotes both professional and personal growth and satisfaction, and encourages participation from the Chamber membership.

The Manteno Chamber Ambassador Committee will be setting a specific day and time to meet at the Manteno Chamber of Commerce Office (Leo Hassett Community Center). It is estimated that an Ambassador will spend approximately 1-3 hours *each month* participating in Committee expectations, and attending ongoing events and meetings.

The following sheets will highlight in further detail specifics about our dynamic program, including guidelines and expectations. If you have any questions after reviewing the information, please feel free to contact me.

I hope you consider joining or rejoining us.....you won't regret it!

Regards,

Sarah Marion
ED Manteno Chamber
smarion@mantenochamber.com

Paul Russert
Ambassador Chair
paul.russert@gmail.com

Manteno Chamber of Commerce Ambassador Committee

2016 Committee Expectations

WHO WE ARE: The Ambassador Committee is the link between the Chamber of Commerce and its members.

WHAT WE DO: Our purpose is to promote growth and encourage participation.

YOUR ROLE: Approximately 1-3 hours/month, which includes attending a minimum of 8 meetings a year (should not miss 2 consecutive meetings).

NOTE: The monthly meeting is ONE of the most important expectations of the Ambassador Committee. Important information, training, Chamber updates, and deadlines are provided at each meeting. It is in the best interest of each Ambassador to make every effort to attend the meetings. If an Ambassador misses 2 meetings, he/she will be contacted regarding future participation on the Committee.

OUR EXPECTATIONS: A member is expected to participate in the following:

New Member Visits: Relationship-building program with new members.

Engage Existing Members: Meets with existing members to make sure the Chamber is meeting their business needs and encourage involvement.

Membership Recruitment: Promote the Chamber by reaching out to community businesses that would benefit from Chamber membership.

Support Your Fellow Chamber Member: Patronize Chamber businesses and let them know you are supporting them as a fellow Chamber member.

Hospitality: Attend as many ribbon cutting events as possible. Although, on occasion, there are no events in a month, there are often multiple events in a single month, and it is expected that you will make every attempt to attend at least 1 to 2 each month.

Special Events: Attend and assist as needed in one or more of the events that the Chamber hosts:

Golf Outing Business After Hours

Oktoberfest Annual Meeting

Farmer's Market

Manteno Chamber of Commerce

Ambassador Committee

Glossary

Monthly Meeting:

Important information, training, Chamber updates, and deadlines are provided at the meeting.

Support Your Fellow Chamber Member:

Make an effort to support your fellow Chamber members when shopping, dining, or in the market for other services. Let the business owner/store manager know you are patronizing their business because they are a Chamber member.

Hospitality:

Ribbon Cuttings:

A ribbon cutting usually lasts for about 30- 45 minutes. This event is to publicize members with a new or remodeled business, a business under new ownership, or to celebrate a milestone anniversary.

Registration Assistants:

Ambassadors assist the Chamber staff with general registration, check-in, etc. at luncheons, special events, tradeshow, etc.

Greeters:

Ambassadors serve as 'welcome greeters' at all chamber events.

Manteno Chamber of Commerce

Ambassador Recognition

The Chamber recognizes and appreciates the time commitment of its Ambassadors. As a way of showing its appreciation, the Chamber recognizes Ambassadors as follows:

- ✓ Ambassadors are entitled to receive a personalized name badge after attending 3 meetings. Along with the Ambassador's name, the badge displays the Chamber logo and the Ambassador's company name.
- ✓ Ongoing recognition in the Chamber's website.
- ✓ Ongoing recognition on the Chamber website and our monthly chamber e-newsletter: Friday Footnotes.

Yearly Top-Performer Recognition:

The *Ambassador of the Year* will be determined by the Chamber Executive Director and the Ambassador Chair. This top performer will be chosen based on their participation on the Ambassador Committee throughout the year in the categories listed above as well as the total number of points earned. We recognize that some Ambassadors may feel more comfortable participating in certain categories over others. Each category is important and is an integral part of the Ambassador program. Top performer will be chosen on their overall participation throughout the year.

The top performing Ambassador for the year will be recognized as the *Ambassador of the Year* and presented with a plaque at the Annual Meeting. In addition, an article will be published in the Chamber E-Newsletter, highlighted on the Chamber website and will be announced in the local newspaper.

Manteno Chamber Ambassador Committee 2016 Application

DATE: _____

FIRST NAME: _____ LAST NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____ WEBSITE: _____

PHONE: _____

BIRTH MONTH & DAY: _____

PLACE OF
EMPLOYMENT: _____

FOR NEW AMBASSADORS ONLY:

Why do you want to be an Ambassador for the Manteno Chamber of Commerce?

What do you feel can you contribute to the Chamber and its Ambassador program?

To accomplish the objectives of the Ambassador Committee, a member will be expected to attend a minimum of 8 Ambassador meetings throughout the year (*should not miss 2 consecutive meetings*). In addition, an Ambassador is expected to participate in various Chamber events and perform the following duties:

- ✓ Participate in special events
- ✓ Encourage membership growth
- ✓ Attend as many ribbon cuttings in a 12-month period as possible

I understand the purpose and duties of the Manteno Ambassador Committee and agree to fulfill the expectations of the Committee to the best of my ability.

Ambassador Signature: _____

Please fill out and email it to smarion@mantenchamber.com or return to the Chamber office. Thank you!