



## AMBASSADOR APPLICATION

Thank you for your interest in joining our Ambassador Team at the North Branch Chamber of Commerce! Your role and involvement is vital in the success of the Chamber which ultimately impacts each member!

We are seeking 5-10 members who passionately and actively wish to advocate for the chamber. Through enthusiastic Chamber representation, Ambassadors seek opportunities to educate, promote and share the benefits of Chamber membership with the business community. It is an honor and privilege to be selected as an Ambassador for the Chamber.

Serving as an Ambassador offers a great deal of visibility and builds credibility for your own business, while generating stronger relationships for the Chamber in the business community.

Our ambassadors play an essential role in member recruitment, communication and retention, assisting with monthly meetings and annual events, as well as attending ribbon cuttings and assisting in support and promotion on our social media page.

Ambassadors gain business exposure by being the first to meet Chamber members and put their company's name in the forefront. By volunteering at Chamber events and attending Ambassador meetings, they are kept current on what is happening within the Chamber and our community.

**Become an Ambassador!** It is an honor and a privilege to be selected as an NBACC Ambassador. Applications are considered biannually, and a waitlist is maintained if no openings are currently available.

Please fill out the form below to be considered and return to Mary Stanko at [mary@northbranchchamber.com](mailto:mary@northbranchchamber.com) or 651-674-4077

### PERSONAL INFORMATION

DATE: \_\_\_\_\_

Your name: \_\_\_\_\_  
First M.I. Last

Business Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City State Zip

Business Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**General Questions:**

- 1) Business Description: \_\_\_\_\_  
\_\_\_\_\_
- 2) What is your current position? \_\_\_\_\_  
\_\_\_\_\_
- 3) How long have you worked for your current employer/been self-employed? \_\_\_\_\_
- 4) What is your impression of the NBACC and the services it offers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) How has your company benefited from being a Chamber member? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Did someone recommend you as an ambassador? If so, whom may we thank? \_\_\_\_\_

**Ambassador Questions:**

- 1) Why are you interested in serving as an ambassador? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) Explain your strategy for attracting new members to the Chamber: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) How will you promote our Chamber? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Hours per month are you able to dedicate to fulfilling your ambassador duties. Please specify what months/days you are available. \_\_\_\_\_
- 5) Except for the Ambassador Team, which of the Chamber's programs/services most appeal to you and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) What other organizations or activities have you been involved in the past and in what capacity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Ambassadors are asked to assist the NBACC on social media by checking in to events, like/comment/share their posts and the posts that promote other members to boost recognition and support our members events. Are you comfortable and able to do so? \_\_\_\_\_

8) Please describe any other experience, abilities or expertise or customer service skills that may be helpful in considering your application:  
\_\_\_\_\_  
\_\_\_\_\_

## **AMBASSADOR EXPECTATIONS/RESPONSIBILITIES:**

- Help recruit new members during the year and assist in retention efforts by contacting less than 10 member each month.
- Attend a minimum of 8 Ambassador Meetings annually (Held the second Friday of most months @ 8:00 am).
- Keep your commitment, or find a replacement, when volunteering to attend events on behalf of the Chamber.
- Attend Ribbon Cuttings.
- Volunteer at least 2 events annually and come to a minimum of 6 luncheons or after-hours events.
- Present a professional image always when representing the Chamber.
- Be continually alert to identify prospective members and sharing Chamber membership.
- Be an outstanding member of the local community.
- Demonstrate a desire to teach, guide and share and makes every effort to understand all programs, activities, and goals of the Chamber.
- Represent the Chamber when contacting members, or potential members, on the Chamber's behalf understanding that we do not sell our own business during those contacts, unless asked by the prospect or member.
- Be supportive and positive of the Chamber, its members, staff, committees, programs, and events.
- Be accountable, exhibit active listening skills, demonstrate altruistic behavior, and be a team player.
- Focus on new members, guests, and existing members (not affiliated with the Ambassador Committee) at all events and activities attended as an ambassador.
- Serve a two-year term that may be reappointed.

## **AGREEMENT:**

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief.

I understand that my employer must be a member of the Chamber in good standing. If I leave my current employer, I understand that I will need to reapply to the Ambassador program, with my new company.

If accepted as a member of the Ambassador Team, I agree to conform to the rules, requirements and policies stated herein. I understand that I will formally be welcomed as an ambassador after a 60-day trial period.

I hereby acknowledge that I have read the Ambassador agreement and fully understand the forgoing and seek Ambassador Team Membership under these conditions.

Further, I understand that failing to adhere to the professional and personal obligations outlined above and in the Ambassador Agreement, will result in the termination of my membership on the Ambassador Team.

\_\_\_\_\_  
**Signature of Applicant's Employer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Please be sure all questions above are answered. Attach a business card if mailing or scan in your business card if emailing.

Return completed forms to Mary Stanko at the Chamber Office - 6063 Main Street, Ste. B; North Branch

(Your application will be reviewed by Mary and the Ambassador Team Leader. You will be notified of your acceptance or denial within 2 weeks from your submittal date.) If your ambassador application is accepted, you will be invited for an in-person interview or phone call. Within one week after completing the interview process, you will be notified of your ambassador status. Please note that we will maintain a wait list if no current openings are available.

Thank you for your interest in serving as an ambassador!

Ambassador Committee Decision:

ACCEPT

DECLINE

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_