



2016 Ambassador Recruitment Handbook

In this handbook, you will find pertinent information regarding your decision to apply to become an Ambassador. The Ambassador committee is a prestigious one, which has a selection process to join. The Ambassadors are easily recognized by their red jackets. The Ambassadors serve as goodwill representatives of the Chamber.

Overview

The West Orange Chamber of Commerce Ambassadors is governed by the West Orange Chamber of Commerce Board of Directors. All Ambassadors are required to uphold the purpose, vision, and core values of the West Orange Chamber of Commerce.

Purpose: The West Orange Chamber of Commerce exists to serve by Facilitating Opportunity

Vision: October 2020

The West Orange Chamber of Commerce builds partnerships, strong businesses and commitment to the community by serving as the leading business advocate in Central Florida.

Chamber Values: What is important – in priority order

- 1) Integrity
- 2) Effectiveness
- 3) Quality
- 4) Accountability
- 5) Fun

Purpose: A Chamber Ambassador Committee shall serve the membership of the Chamber

The Committee shall serve:

- 1) As official hosts of the Chamber at Ribbon Cuttings, Groundbreakings, Anniversaries, "*Business After Hours*" and other Chamber functions approved by the committee.
- 2) To promote membership to prospective and current members, programs and projects of the Chamber, at all times.
- 3) To recognize businesses and individuals under the "*We Noticed Awards*", "*Chief Facilitator of Opportunity*", and "*Member Appreciation*" visits.

Values of Ambassadors:

- 1) Trust
- 2) Chamber Relationship Builder
- 3) Growth – Investing
- 4) Customer Satisfaction
- 5) Volunteerism

Membership Qualifications

- Applicant is required to be an owner, partner, corporate officer, manager or employee in his or her business or profession, or a retired individual, maintaining active membership in the Chamber.
- A member shall demonstrate a concerned interest in the Chamber and our Community.
- A member must have attended chamber events and/or been involved in a committee for at least a year or a graduate of Leadership West Orange.

Membership Obligations

- Ambassadors are required to represent the values, ethics and objectives of the West Orange Chamber of Commerce to other members.
- Ambassadors are required to commit to a two-year term of membership.
- Ambassadors are requested to participate in a minimum of 50% of Ambassador events, in their first year.
- Ambassadors are requested to attend monthly Ambassador meetings. Hosted at the Chamber Office the 1st Friday of every month at 8:15am.
- Ambassadors are responsible for purchasing their own specialty clothing, which shall include a red jacket and shirt. The Ambassador uniform also consists of white/ivory shirts or blouses and dark pants or skirts, business shoes or sandals. No Beach Shoes.
- Ambassadors are required to serve on at least one sub-committee.

Process of Invitation to Become an Ambassador

- Members who are interested in becoming an Ambassador must review the recruitment procedures and notify the Chamber Liaison if they would like to begin nomination process.
- Candidates must be nominated by an Ambassador, Board Member, Trustee, or Chamber staff and receive a supporting nomination from an active Ambassador. The nomination form and application is submitted to the Ambassador Recruitment sub-committee.
- Applicant will complete an application and interview with the sub-committee to establish qualifications, interest, and ability to commit to the obligations. If the sub-committee is satisfied that requirements are met, the applicant will be required to shadow at a minimum of two Chamber events and a Business After Hours.
- The application will then be referred to the Ambassador Committee for a vote. If the application is accepted, applicant is invited to become an Ambassador.

Ambassador Application Form

Mission Statement

The mission of the Ambassador Committee is to serve as official hosts of the Chamber at Ribbon Cuttings, Groundbreakings, Anniversaries, "Business After Hours" and other Chamber functions approved by the committee. To promote membership to prospective and current members, programs and projects of the chamber, at all times; and to recognize businesses and individuals under the "We Noticed Awards" and the "Chief Facilitator of Opportunity", and Member Appreciation Visits.

Membership Qualifications (Please check each qualification that you meet)

- Applicant is required to be an owner, partner, corporate officer, manager or hold a position in his or her business or profession, or retired individual, maintaining active membership in the Chamber.
- Applicant is required to participate in a chamber sponsored committee on a regular basis.
- Applicant is required to be an active member of the West Orange Chamber of Commerce for at least one year or to be a graduate of Leadership West Orange.

Please provide the date you joined the chamber: _____

Membership Obligations (Checking each box indicates that you can fulfill the obligation.)

- Ambassadors are required to represent the values, ethics and objectives of the West Orange Chamber of Commerce to other members.
- Ambassadors are required to commit to a two-year term of membership.
- Ambassadors are requested to participate in a minimum of 50% of Ambassador Events.
- Ambassadors are requested to attend monthly Ambassador Meetings.
- Ambassadors are responsible for purchasing their own specialty clothing, which shall include a red jacket and red polo shirt. The Ambassador uniform also consists of white/ivory shirts or blouses and black slacks or skirts, and business professional shoes or sandals. No beach shoes.

Why do you want to be an Ambassador?

How will your participation enhance the Ambassador Committee?

Applicant's Understanding:

I understand what is expected of me if I am invited to become an Ambassador and would like to be considered for membership.

Name	Date	Signature
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Company Name	Address
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Telephone Number (best to reach you during events)	Email Address (best one for calendar invites)
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Ambassador Candidate Nomination Form

Candidate Name: _____

Chamber Member Business _____

Telephone Contact: Work: _____ Cell: _____

Email: _____

Current Chamber Involvement: _____

Section below for office use only:

Nominated by: _____ Date: _____

Ambassador Supporting Nomination by: _____

Date: _____

When this form is completed and signed, present the form
to the Chamber Staff Liaison for further action.

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Date Received by Chamber Staff: \_\_\_\_\_ Date Referred to Sub-Committee: \_\_\_\_\_