



# 2026 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: Advancing Community. Collaboration. Leadership.

Vision: The WOCC is the collective voice for business leadership and community partnerships that advances a positive eco-system for the West Orange Community..

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.

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 been involved in a committee for at least one year:
  - or has demonstrated active participation at Chamber events by attending the following prior to nomination for a total of 30 hours:
    - 3 Business After Hours (6 hours)
    - 1 Chamber Connections (1.5 hours)
    - 1 Brewing Up Business (1.5 hours)
    - 4 different Networking Group meetings, visiting each one at least once(6 hours)
    - 2 Lead & Feed Networking Lunch (4 hours)
    - 2 Signature Events (Hob Nob, Big Orange Awards, Best Fest, Celebrating Extraordinary Women, Topical Lunch, Golf Classic or Tour de Chamber) (6 hours)
    - The remaining 5 hours can be fulfilled by volunteering through the Chamber
  - or a graduate of Leadership West Orange who also attends the following prior to nomination:
    - 1 Chamber Connections
    - 1 Brewing Up Business
    - 1 of the Networking Groups
    - 1 Lead & Feed Networking Lunch
    - 1 Signature Event.

## 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 one-year term of membership.
- Ambassadors are requested to participate in a minimum of 50% of Ambassador events, in their first two years.
- Ambassadors are requested to attend monthly Ambassador meetings. Hosted at the Chamber Office the 1st Friday of every month at 8:15am, with the exception of the months of July and December as there are other activities in place of a meeting.
- Ambassadors are responsible for purchasing their own professional, specialty clothing, which shall include a red jacket and red polo shirt. The Ambassador uniform also consists of white/ivory shirt or blouse and dark leg covering which shall be no shorter than one inch above the knee, and business shoes or sandals. No beach shoes.
- Ambassadors are required to serve on at least one sub-committee.
- Ambassadors may post official ambassador event photos and their own photos of Chamber and ambassador events to their business or personal social media and tag and identify the chamber in the posting.

## Process of Invitation to Become an Ambassador

- Members who have expressed an interest or have been recommended for consideration will first confirm they would like to move forward with the process in a short phone conversation with the Chair or member of the Ambassador Recruitment sub-committee.

- Members who meet the requirements and would like to move forward with the Ambassador recruitment will be sent the Recruitment Handbook to review and notify the Chamber Liaison and Chair of the Ambassador Recruitment sub-committee if they would like to begin the nomination process. Candidates must be nominated by an Ambassador, Board Member, Trustee, or Chamber staff and receive a supporting nomination from an active Ambassador.
- Applicant will complete an application and submit it to the Chamber Liaison and Chair of the Ambassador Recruitment sub-committee. The Chair will then set up an interview with the Applicant and Ambassador Recruitment sub-committee. The interview will 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 six Ambassador events and two Business After hours in a six-week period, timeframe adjusted as necessary.
- The formal nomination form will be filled out by the sub-committee chair at this time and, along with the application, will be submitted to the Chamber Liaison by the Ambassador Recruitment Sub-Committee.
- Once the nomination form has been completed, 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

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Name \_\_\_\_\_ Company Name \_\_\_\_\_

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Mailing Address \_\_\_\_\_ Email Address (best one for calendar invites) \_\_\_\_\_

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Telephone Number (best to reach you during events) \_\_\_\_\_

## 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 *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 for one year prior.
- 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 one-year term of membership.
- Ambassadors are requested to participate in a minimum of 50% of Ambassador Events in the first two years and 30% every year after that.
- 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?

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## How will your participation enhance the Ambassador Committee?

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## 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.

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Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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