



**RIFLE AREA CHAMBER OF COMMERCE**  
*AMBASSADOR COMMITTEE*

# H A N D B O O K

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*Welcome to the Rifle Area Chamber Ambassadors Program. Your participation and support of the Ambassador program will be both rewarding and challenging. Ambassadors are a vital part of the Chamber, and we appreciate your commitment and dedication to the Chamber as demonstrated by your participation in this program.*

*Chamber Ambassadors exhibit the goals and ideals of the Chamber while promoting their own business mission. Ambassadors generate excitement and enthusiasm surrounding civic, community and Chamber events and functions.*

## **RIFLE AREA CHAMBER OF COMMERCE MISSION**

The Rifle Area Chamber of Commerce is the voice for member businesses, representing, advocating, and working to enhance the business environment.

## **RIFLE AREA CHAMBER OF COMMERCE VISION**

To be the definitive resource for business in the Rifle area.

## **PURPOSE OF THE AMBASSADORS**

The purpose of the Ambassadors is to:

- Represent the Rifle Area Chamber as goodwill ambassadors
- Promote, serve and participate in the growth and development of the Rifle Area Chamber and its membership
- Attend civic and community functions and events
- Serve as a public relations arm of the Chamber
- Assist with the recruitment and retention of members

## **BENEFITS**

During your tenure as an ambassador, you will experience the following return on your investment:

1. Greater visibility for your business.
2. Immediate access to the businesses in the Rifle community.
3. Opportunity for direct input to the Chamber.
4. Lasting business relationships and friendships.
5. Leadership opportunities within the Chamber and community.

## **ACTIVITIES THAT AN AMBASSADOR WILL PARTICIPATE IN:**

- Ribbon Cuttings, Grand Openings, Dedication Ceremonies
- Business After Hours
- Chamber functions such as Chamber Breakfast/Lunch Meetings, Chili Cook-Off, Ice Fishing/ Golf Tournaments, etc.
- Monthly Business Profiles
- Presentation of the “Welcome to the Chamber” package to businesses

## **AS AN AMBASSADOR, EXPECTATIONS INCLUDE:**

- Helping new members and visitors feel welcome at events and activities.
- Conducting yourself in a professional manner at all times when representing the Chamber.
- Encouraging and promoting business to business relationships between other Chamber members
- Obtaining and wearing the official Ambassador attire at Meetings, Ribbon Cuttings, and any other Chamber functions as deemed appropriate.

## **GENERAL MEMBERSHIP INFORMATION**

Our committee meetings are the 2<sup>nd</sup> Thursday of each month at Noon at a designated site in Rifle unless otherwise notified in advance.

Ribbon cuttings immediately precede the lunch meetings and are also scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month, as necessary, and will be published via email.

To be an active Ambassador, you need to be a chamber member in good standing and attend 3 Ambassador Committee meetings. You will need to complete the Ambassador application form found on the Chamber website [www.riflechamber.com](http://www.riflechamber.com) and deliver it to any active Ambassador.

To remain an active Ambassador in good standing, you are expected to attend the Committee Meetings and as many Ribbons Cuttings, Business After Hours, and other Chamber-sanctioned events as possible.

If you are unable to attend the Committee Meetings, please contact the Chairperson to inform him/her. If you fail to contact the Chairperson and miss 3 consecutive committee meetings, you may lose your active status and could forfeit your active Ambassador membership.

We understand there will come a time when business and/or personal obligations prevent you from attending the meetings. Again, we ask you to inform the Chairperson, and your situation will be taken under advisement.

It is not required, but we encourage you to become a member of the National Association of Chamber Ambassadors. Currently NACA dues are \$25 per year.

## **GENERAL COMMITTEE INFORMATION**

The committee is comprised of the:

- Chairperson, who conducts the meetings and act as the leader.
- Vice Chairperson, who performs the duties of the Chairperson in his/her absence and any other duties as they arise and seem appropriate.
- Treasurer, who maintains accurate accounting and disbursement of Ambassador funds and reports accounting status to Ambassadors and Chamber C.E.O.
- Secretary, who maintains committee documentation such as meeting minutes and any required correspondence.
- Historian, who documents Ambassador activities and maintains committee historical records
- General members

Any action requiring a vote of the membership shall be decided by a majority of all active Ambassadors present at regular monthly Ambassador Committee meetings. The Committee Chairperson and/or Chamber CEO reserves the right to call a special meeting should the need present itself. All active members will be notified by phone and/or email in this situation.