



Ambassador Program

Ambassadors are members of the Oregon City Chamber of Commerce in good standing who exhibit a willingness to serve in a way that promotes openness and professionalism.

Who are the Ambassadors?

Oregon City Chamber members who volunteer their time through business community outreach and serve their chamber members by mentoring and volunteering at chamber events.

Our Mission

To be a true representation of the Chamber and actively encourage member retention through mentoring and member relationship development while growing the chamber's credibility and public awareness in Oregon City.

Job Description

Serving as an Oregon City Chamber Ambassador is a 1 year commitment. Ambassadors will attend quarterly ambassador meetings and will receive training for the various roles they will perform. They will mentor a first year business; serve as an MC, Guest Greeter, or Table Greeter at GMOC; facilitate focus groups or interviews as needed to acquire information about the needs of the members; and attend other chamber functions. Not everyone is expected to participate in every role.

Ambassador Programs

- Greeters and Masters of Ceremonies for GMOC's, Ribbon Cuttings, Chamber After Hours, etc. GMOC MC's and Guest Greeters may only be Ambassadors. Each Ambassador should serve as MC or Guest Greeter once every 2-3 months. Should arrive no later than 7:30am to help the host be prepared and set-up. MC will get acquainted with the host and remind them of the flow of the meeting. Guest greeter will be prepared with green cards, give and go over membership packet with guest and all the other responsibilities that are already outlined.
- New and Prospective Member Mentoring Program
Contact new business/members three times during the year.
 - The first contact should be made immediately - Recommend a new member orientation meeting, invite them to a GMOC or next event that fits their schedule.
 - Second contact should be made after 2 – 3 months - Follow up and ask how their business is going, if they've attended other meetings, etc. Give them more info. On upcoming events, invite them to participate by greeting or getting involved some other way.
 - Third contact should be in 9 months - Ask about their membership benefits. Do they understand how the chamber is working for them? Ask if they have any questions about the chamber or how they can be more involved. Encourage them to be an Ambassador.
- Other activities or services as specifically identified

Committee Goals

- All Ambassadors are familiar with all potential Chamber membership benefits and can share with others.
- Mentor all first year members
- Make personal contact with all longer term members during the year
- To respond immediately to guests and make sure they have been given a membership packet including an application.
- To evaluate the needs of active and inactive members and report to the membership committee.

Benefits to Ambassadors

Ambassadors will have the opportunity to meet new guests (potential customers, etc.) first. Learn more about the chamber's operations and benefits. Receive special recognition at each event and annual recognition in chamber newsletter and via website exposure. Most importantly, they will get to serve and represent their chamber and will directly benefit from the growth and retention of its members. Internal benefit of making friends and feeling good about the role that you play in the community

Meetings

Quarterly

Commitment Pledge

I _____ pledge to perform these duties for one year from this _____ day of _____, 2008.

Signature

Ambassador Program

Commitment Pledge

I _____ pledge to perform these duties for one year from
this _____ day of _____, 2007.

Signature