



Ambassador Committee

Purpose of the Ambassador Committee

It is the purpose of the Andover Chamber Ambassador Committee to promote member commitment and retention by:

- Welcoming new Chamber member investors and renewing investors by delivering their membership certificate and window decal
- Membership Retention and New Members
- Encourage meaningful and beneficial participation in programs of the Andover Chamber of Commerce – by greeting, welcoming and interacting with participants at events
- Raising awareness of Chamber activities and benefits – acting as greeters and hosts at the various events
- Assist in scheduling and planning Ribbon Cuttings, Educational and Information Breakfasts/Luncheons, Business after Hours events.

The Ambassador Committee consists of a group of diverse volunteers from the Chamber membership who are in good standing to donate their time to assist the Chamber in various activities. Ambassadors serve a term of one calendar year, beginning in January of each year. Ambassadors who wish to serve after the one year term may do so if agreed upon by the Ambassador Committee and the Chamber.

Requirements for being a Chamber Ambassador

1. Must be a member in good standing (or an employee of a member)
2. Have your employer's approval to participate on the Ambassador Committee of the Andover Chamber of Commerce
3. Serve on the Ambassador Committee for a period of at least one year
4. Hours of participation will vary based on the number of events in any given month
5. Must agree to accept and follow the Andover Chamber Mission, CODE OF ETHICS and confidentiality policies

Responsibilities of being a Chamber Ambassador

1. Attendance at regularly scheduled monthly committee meetings
2. Assist with registration at Chamber events and educational meetings
3. Attendance at coffees, luncheons, ribbon cuttings and grand openings for Chamber members
4. Serve as a mentor for new Chamber members and checking in with existing members as they renew or just to touch base
5. Be the welcoming group at all events, making participants feel welcome to the organization and to the event.
6. Assist in pickup and delivery of items to businesses as needed (silent auction items, etc.)

7. Recruit new ambassadors
8. Interview each potential Ambassador once the application is received. Communicate with the candidate whether they are added to the committee or not.
9. "LIKE" and "FOLLOW" Chamber social media – Facebook, Twitter, Instagram, LinkedIn
10. Promote and spread the word about events, benefits and other pertinent items that members should know about - SOCIAL MEDIA "Like" Chamber's facebook page – share and like items that are posted by President – Twitter, LinkedIn and Instagram
11. Deliver new member and renewal packets each month, preferably within one week of receiving the materials as they are dated