



## Ambassador Program

The Fair Oaks Chamber Ambassadors is the public relations committee that helps enhance, recruit and retain members with assisting the chamber in meeting its membership goals for the year through personal contact, increasing member community awareness and involvement.

### Ambassador Requirements

- Active member of the Fair Oaks Chamber with dues being current
- Attend at least one event a month (luncheon, mixers, Ribbon cuttings)
- Personal commitment
- Networking Skills
- Be a Positive role model for FOCC at all times

### Ambassador Responsibilities

- 1 year commitment - Must re-apply to continue as an Ambassador the following year
- Attend Bi- monthly Ambassador Meetings (no more than 3 missed per year), absence must be reported to the Chair
- Wear your Badge at Chamber events
- 1-2 member visits per month
- Attend at least one event a month
- Attend two ribbon cutting per quarter
- Invite members and non-members to events
- Help sign up at least one new member per quarter (3) for the year
- Help promote the FOCC social media announcements and events
- Always represent the Fair Oaks Chamber appropriately at all visitations and on social media

**\*\*Note:** Failure to uphold these duties will result in a conference with Ambassador Leadership

### Tasks

- Greet new and prospective members at any Chamber event, encourage their involvement, motivate participation
- Act as a table host at luncheons; introduce new or potential members to existing members
- Attend Chamber sponsored fund-raisers and special events
- Help arrange and conduct ribbon cutting ceremonies & mixers
- Visit prospects to promote and encourage Chamber membership
- Mentor New Members and help guide them through the Chamber
- Work at the Chamber Booth and or volunteer at events
- Help promote FOCC on social media and within the community

### Ambassador Benefits & Rewards

- Opportunity to meet unlimited amount of business contacts
- Opportunity to assist staff at Fair Oaks Chamber events
- Be offered sponsorship opportunities first
- Be first to apply for volunteer opportunities
- High-level referral networking
- Recognition on the FOCC website and in the newsletters
- Public Photo opportunities at Ribbon cuttings
- Team Building events
- Recognition at the monthly meetings
- Recognition of Ambassador of the Year at the Best of Fair Oaks Awards

### Goals

- Recruit new members
- Retain existing members
- Foster goodwill and communication among all members
- Help promote the FOCC to Businesses and to the Fair Oaks Community

Fair Oaks Chamber Ambassadors are a carefully selected group of highly respected individuals within our membership and are members in good standing with the Fair Oaks Chamber. Ambassadors are the bridge between the Chamber Staff and the members of the Fair Oaks Chamber. Ambassadors have the role of welcoming new members and being an extension to the chamber staff to help guide new and current members. FOCC Ambassadors are an essential asset to the continued growth and success of our chamber. Each Ambassador serves a one year term.

# Fair Oaks Chamber of Commerce Ambassador Application

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ Member Since: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Why would like to be an Ambassador and what are your special skills?

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Do you own a business? If not, what is your capacity?

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Are you a Member or an Ambassador of any other chamber(s)?

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What ideas would you like to bring to our program?

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After reviewing the responsibilities and tasks what interest you in our program?

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By signing this document I agree to complete the Ambassador requirements, training program and assume all responsibilities as listed. I understand the benefits, rewards and leadership opportunities that are available and I am willing to participate in this program, as described, including one full-year term. I understand that failure to participate or uphold these requirements will result in a conference with leader ship which could cause a dismissal of my position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Person: \_\_\_\_\_ Fair Oaks Chamber Staff: \_\_\_\_\_

Fair Oaks Chamber of Commerce  
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916-967-2903 Hours: Mon - Thurs. 9am - 2pm  
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## FAIR OAKS CHAMBER OF COMMERCE AMBASSADORS Consent to Serve

I (print name) \_\_\_\_\_ consent to serve as an Ambassador for the Fair Oaks Chamber of Commerce. During my term I make these commitments to the chamber and to my fellow ambassadors.

**I agree to attend and help with the following chamber functions and will be a positive ambassador:**

1. Agree to fulfill my one - year term as Ambassador - Must re-apply to continue as an Ambassador the following year.
2. Be an Active member of the Fair Oaks Chamber with dues being current
3. Attend Bi-Monthly Ambassador meetings (no more than 3 missed per year), absence must be reported to the Chair prior to the meeting
4. Wear your Ambassador Badge at Chamber Events
5. Attend at least one event a month (luncheon, mixers, ribbon cuttings, events)
6. Attend two ribbon cuttings per quarter
7. Invite members and non-members to events
8. Help sign up at least one new member per quarter (3) for the year
9. Help Promote the FOCC social media announcements and events
10. Personal commitment
11. I will bring my professional business and networking skills to our meetings and events
12. Be a Positive role model for FOCC at all times

I recognize the responsibilities and requirements as an ambassador and failure to uphold these duties will result in a conference with Ambassador Leadership and the Executive Director. If I do not fulfill my duties listed above I may be asked to resign from the Ambassador committee at anytime during my one year term.

I fully acknowledge having received the following:

1. Ambassador Requirements
2. Ambassador Responsibilities
3. Tasks
4. Goals
5. Ambassador Benefits & Rewards

I agree to bring an open mind and spirit of cooperation to my ambassador position and promise to use my business skills, talents and expertise for the betterment of the Fair Oaks Chamber of Commerce and the community of Fair Oaks. I agree to help the chamber fulfill its mission Statement and conduct Chamber business in accordance with the ambassador guidelines.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ambassador Chair

\_\_\_\_\_  
Executive Director