



*Dayton Chamber of Commerce
Ambassador Program Application*

Currently the Ambassador meetings are held on the 3rd Tuesday of the month at 12:00pm at the DCOC Office

1. Personal Data

- a. Name: _____
- b. Date of Birth *(just date, not year)*: _____ Spouse: _____
- c. Employer: _____
- d. Address: (where you receive your mail) _____
- e. Work Phone: _____ Cell Phone: _____
- f. E-mail address: _____
- g. Title: _____ How long: _____
- h. Briefly describe your responsibilities:

2. Activities

Please list in order of importance three community, political, civic, professional, religious, and athletic or other organizations in which you are or have been involved:

- 1. _____
- 2. _____
- 3. _____

Other interests or hobbies: _____

3. Why do you want to be part of the Ambassador Committee?

4. What do you hope to gain from the Ambassador Committee?

5. What experiences/qualifications can you contribute to the committee?

6. Is there any additional information that you would like us to consider?

7. **Commitment** - *In order to accomplish our objectives, the full participation of each individual is necessary*

8. Employer Sponsor

This candidate has my full support to participate as an Ambassador of the Dayton Chamber of Commerce. I am aware of the time commitment involved in his/her participation. (This must be signed by the firm's chief executive office, if other than the applicant.)

Name: _____

Title: _____

Signature: _____

Date: _____

9. Ambassador/Board Member Sponsor:

Name: _____

Signature: _____

Date: _____

10. My preferred method of communications is (please check one):

E-mail (please provide) Telephone "Snail Mail"

I understand the goals and commitments of the Dayton Chamber Ambassador program. If selected I will devote the required time.

Signature: _____ Date: _____

Please return to:
Dayton Chamber of Commerce
Ambassador Program
107 Main Street
Dayton, TN 37321
e-mail – chamber@volstate.net



Dayton Chamber of Commerce Ambassador Program

Purpose:

To increase visibility within the new member program, as well as continue to support current members through visits, ribbon cuttings, membership Coffees, Meet & Greets, Business after Hours and other events as they occur.

New Member Program:

- + Visit new members during third month of membership with interest survey (committee interests, concerns dealing with community)
- + Follow up visit during sixth month of membership; take memento with Chamber logo on it.
- + Write short note to member during tenth month of membership

Retention Program:

- + Personal visit with current DCOC member.
- + Personal note to a current member thanking them for membership, etc. At least one per month.

Other:

- + Attend ribbon cuttings and groundbreakings as scheduled
- + Networking events
- + Monthly meeting attendance

Attendance:

All ambassadors are required to attend 50% and are encouraged to attend 80% of all scheduled events:

- + President will attend Chamber Board Meetings
- + Ambassador meetings – 11 per year
- + Membership Coffees and Meet & Greets – 31 per year (this number includes both Coffees-11, Business after Hours-11 and Meet & Greets-10)
- + Grand Opening/Ribbon Cuttings/Groundbreakings – Varies

The Chamber staff will keep a record of attendance and ambassadors who are unable to maintain the attendance requirements will be asked to serve on other Chamber committees better suited to their schedule.

What you can gain as an Ambassador:

- + Visibility with other Dayton Chamber Members
- + Visibility in the Community
- + Increased opportunity for business contact
- + Experience with meeting and dealing with the public
- + Exposure to our Community Leaders



DAYTON
C H A M B E R

By-laws FOR AMBASSADOR PROGRAM

1. A maximum of 16 Ambassadors will form the ambassador board and will serve three-year terms.
2. Applications may be submitted by employer, other party or nominees themselves, but nominee must have approval to participate fully by their employer. Only one person allowed to represent a company at a time.
3. Records will be kept on all Ambassadors.
4. When additional Ambassadors are to be selected, they will be elected and voted on by the current Ambassadors at the March meeting and officially seated at the Annual Dayton Chamber of Commerce Banquet, currently the last Monday in March. It is the goal of the program to only bring on new members at the annual DCOC banquet unless an ambassador resigns for whatever reason.
5. New rules and guidelines will be made and approved by the current Ambassadors and the Dayton Chamber of Commerce Board of Directors.
6. Ambassadors will meet on a monthly bases and the Chamber's Administrative Assistant will be in attendance at these meetings.
7. Ambassador of the year will be selected and voted on by fellow Ambassadors.
8. Ambassadors are selected on an individual basis and not by the company of which they are employed.
9. Ambassadors will select President, Vice President and Secretary. The President will serve on the Chamber of Commerce Board of Directors and is expected to attend the monthly Chamber Board Meetings. Ambassador meeting minutes must be submitted to the Chamber's Administrative Assistant.



Grand Openings/Ribbon Cuttings, Monthly Meetings, Etc.

Purpose: To represent the Dayton Chamber of Commerce at ribbon cuttings, grand openings, receptions and other functions that require Chamber representation. This duty can rotate among the Ambassadors.

Grand Openings:

- + Introduce yourself as a representative of the Chamber
- + Participate in picture-taking ceremonies
- + Greet and mingle with guests

Dayton Chamber Coffee, Business After Hours and Meet & Greet events:

- + Assist coordinator in contacting Chamber members to schedule events
- + Assist coordinator in setting-up on the day of events
- + Introduce yourself as a representative of the Chamber
- + Greet and mingle with guests
- + Answer questions and invite comments on current Chamber activities
- + Assist coordinator with follow up
- + Communicate any feedback (negative or positive) to the ambassador president who will then communicate this information to the board of directors

New Member Visitations:

- + Deliver membership information, “goodie bag”, etc. to the new Dayton Chamber Members.
- + Orient the new member as to the benefits and service of the Chamber.
- + Invite the new member to participate in a work area of his choice (TSF, Golf Tournament, etc.).

Service Calls:

- + Verify that the account information provided is correct and up to date.
- + Briefly communicate information on current Dayton Chamber activities
- + The goal is to make contact with members twice per year and provide feedback from those members.