



## ***AMBASSADOR Team Leader GUIDELINES***

*For the program year 2012*

Ambassador Team Leaders are an integral part of the Rio Rancho Regional Chamber Ambassador program. The Ambassador Team Leader duties ensure the continuity of a very important and successful chamber program supporting our regional business community.

The Ambassador Team Leader's mission include:

Setting an example by representing the Rio Rancho Regional Chamber of Commerce as a goodwill ambassador for various events and ambassador calls.

Attend Rio Rancho Regional Chamber Networking events.

Maintain contact with their team members. It is the team leader's responsibility to ensure that at least one of their team members attends each ambassador call and chamber event in order to meet the team goals.

Welcome new team members and review ambassador responsibilities.

Select an ambassador from your team to act as co-team leader.

Attend Ambassador Team Leader meetings. Review point activity for their team and ambassadors of the team to maintain active participation.

Update the ambassador chair and the chamber Vice President Member Services regarding team member changes.

**If, at any time, an ambassador team leader is unable to fulfill the duties of a Rio Rancho Regional Chamber ambassador team leader, he/she will give appropriate notice to the Ambassador Chair, Vice President of Member Services and the President of the Rio Rancho Regional Chamber.**

**1/24/12 pb**