



Your Champion for Business Excellence

Rio Rancho Regional Chamber of Commerce Ambassador Guidelines / Letter of Commitment

Mission Statement

The mission of the Rio Rancho Regional Chamber of Commerce Ambassador Committee is to enhance the Chamber's visibility and act as the goodwill arm of the Chamber.

Organization

The Ambassador Program is under the Member Relations Division of the Rio Rancho Regional Chamber of Commerce. Chamber Ambassadors function under the Chamber's annual January-December program year. A Member Relations Chair will be selected each program year and work with the Vice President of Member Services and the Ambassador Chair to establish goals and objectives. The Ambassador Chair or the Vice President of Member Services will preside over all Ambassador meetings (including new ambassador orientation) using Robert's Rules of Order to conduct meetings.

New Ambassadors will be approved by the RRRCC Executive Committee and serve a 1-year term. All new Ambassador positions will be filled through an application process. RRRCC staff will accept applications, review candidates and present their selection to the RRRCC Executive Committee at their monthly meetings. All Ambassadors will purchase the approved, distinctive "Red Coat" to be worn at all activities. An annual Letter of Commitment outlining the ambassador program, including any annual dues, will be forwarded to each ambassador for signature.

Ambassador Recognition Programs are: The Ambassador of the Quarter and Ambassador of the Year

Activities

The RRRCC staff will coordinate activities for the Ambassadors. Participation will include ribbon-cutting ceremonies, grand openings, membership development and additional functions deemed appropriate by the Board of Directors.

Individual Ambassadors are encouraged to be involved in various business and civic activities within the community. While personal stands may be taken on issues, care must be taken to ensure their stand does not represent the Ambassadors or the Chamber in general unless asked to do so by the Chamber President or Chairman of the Board.

Eligibility

A candidate for membership must be employed in a managerial/supervisory position of their Chamber member organization and must live or conduct business in the Rio Rancho Regional community. Ambassadors are elected as individuals and must be Chamber members in good standing either through their company or as an individual. Prior membership as an Ambassador in another Chamber of Commerce will be given the appropriate consideration.

Attendance

Ambassadors must attend 50% of the Ambassador activities annually to remain active. Ambassadors who fail to attend at least one function over a 6-month period will be notified in writing that they have lost their active status and will be removed from the Ambassadors active list.

Ambassadors who complete a 3-year term with an active status are eligible to continue as active or they may ask to be placed on the Honorary List. Honorary Ambassadors do not have attendance requirements. Honorary Ambassadors may seek active status by filling out an application and presenting it to the RRRCC Executive Committee in the same manner as other candidates.

AMBASSADORS LETTER OF COMMITMENT

For the program year 2012

I agree to serve as an Ambassador, a program of the Rio Rancho Regional Chamber, for the program year 2012. As an Ambassador, I agree to:

- **Contribute \$25.00 for annual Ambassador dues (in addition to regular Chamber dues)**
- **Represent the Rio Rancho Regional Chamber of Commerce as a goodwill ambassador for various events**
- **Abide by the Ambassador Guidelines**
- **Attend a minimum of 50% of Ambassador calls**
- **Avoid any conflict of interest or appearance of a conflict**
- **Attend a minimum of 12 scheduled chamber events during the program year:**
 - **Business After Hours**
 - **Chamber Luncheons**
 - **Network Extravaganza**
 - **Jump Start Ri**
 - **Fundraiser: Annual Dinner, Golf Tournament, Bowl-A-Thon**
- **Purchase (if applicable) of an Ambassador jacket.**

At any time if I am unable to fulfill the commitments of an Ambassador for the Rio Rancho Regional Chamber, I will give appropriate notice of resignation to the Ambassador Chair, Vice President of Member Services and the President of the Rio Rancho Regional Chamber.

Signature

Date

Printed Name

Please return signed letter to Vice President of Member Services via mail or fax number 892-6157.

1/25/12/pb