



### The GMCC Ambassador Program Application

*PLEASE NOTE: This information will not be shared outside of the Chamber.*

**Name:** \_\_\_\_\_  
First Middle Initial Last

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Please list past and present volunteer positions with community organizations.**

Position	Name of Organization

**Why are you interested in becoming an Ambassador?**

#### **The Chamber Mission Statement**

The mission of the Greater Madison Chamber of Commerce is to ensure that Greater Madison is a world class place to start and grow a business.

#### **The Chamber Ambassador Program**

Chamber Ambassadors are volunteer stewards from member businesses and an external representative of the Chamber. We look to Ambassadors to help members by strengthening their connections and fully leveraging the network effect. The Ambassador role benefits individual networks but also benefits the business as a visible extension all Chamber members.

Our Ambassadors represent the Chamber in the community and promote goodwill among Greater Madison businesses. Ambassadors are selected based on the below criteria and required to perform certain duties and adhere to a specific code of conduct to maintain the integrity and reputation of both the Ambassador Program and the Chamber.



**Criteria:**

- The Chamber Ambassadorship is a two-year term commitment with the option to renew.
- The Chamber seeks Ambassadors that reflect the diversity of our membership: diversity in sector/industry representation, geographic location and personal background.
- Applicants must have work schedule flexibility for events during business hours to attend Chamber events as outlined below. Time frame examples: 7:30 to 10 a.m., lunch hour, 4 to 7 p.m., etc.

**Ambassador Duties:**

- Attend monthly meetings the fourth Wednesday of the month from 3 to 4 p.m.
- Regularly attend member ceremonies during the year such as open houses, grand openings, ground-breaking ceremonies and ribbon cuttings, which take place between 8:30 a.m. and 5 p.m. on weekdays.
- Lead at least one member ceremony each year, working directly with the member business to coordinate event details.
- Act as a liaison for the Chamber by assisting at regular programming such as Big Night Out, Advocacy in the A.M., and other events throughout the year. These events typically take place at the start or end of the day (i.e. 8 to 10 a.m. or 4 to 6 p.m.)
- Attend and assist Chamber staff at annual marquee Chamber events including IceBreaker (April), Pressure Chamber (August) and Annual Dinner (October).
- Attend one Chamber 101 during the first year of commitment.
- Work with the Chamber to ensure members are engaged in Chamber activities and benefits through interacting with event attendees and participating in strategic outreach to increase engagement including social media posts.
- Promote and communicate issues that address member needs.
- Dress appropriately, including Chamber Ambassador name tag, for all Chamber programs, events and member ceremonies.

**Ambassador Applicant Commitment**

I have read the above Ambassador Commitment. My signature below indicates my commitment to serve as a Chamber Ambassador as outlined above and adhering to the Ambassador Code of Conduct through my term. At the end of my term I may apply to continue as a Chamber Ambassador.

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Applicant Name and Title

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Name of Organization

Date

**Employer Commitment**

This applicant has our full support to participate as an Ambassador for the Greater Madison Chamber of Commerce. We fully understand the time commitment required should they be selected and recommended for the position.

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Employer Name and Title

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Name of Organization

Date