



## Ambassadors are Expected to:

### **Serve the Chamber by supporting Member Services**

- Help greet members and guests during Business Before/After Hours
- Be actively involved in/volunteer for Chamber events when possible

### **Help retain Members as Goodwill Arm of the Chamber**

- Educate buddy members about Wake Forest Chamber of Commerce
- Promote programs of the Chamber
- Help involve new and existing members in the Chamber
- Monitor and survey buddy members about services and benefits

### **Uphold the Requirements of the Ambassador Program**

- Attend Ambassador meetings, missing no more than three per fiscal year
- Act as a liaison between the Chamber and its members
- Make at least two face-to-face contacts with buddies during the year
- Make contact with buddies every two months via phone or personal visits (unless the member requests another form of contact, such as e-mail)
- Do not use buddy contacts to *initiate* sales calls—build a relationship instead

I have reviewed the expectations and requirements for the position of Chamber Ambassador and agree to uphold them to the best of my abilities. I understand that should I fail to fulfill these responsibilities, I may be asked to step down so that another may be able to continue these member services.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_