



AMBASSADORS

Ambassador Agreement

Please review the following information and email the completed agreement to Tamara Barnes, VP of Membership, at Tamara@BayChamberFL.com

MISSION:

To serve as the official diplomatic representatives of the Bay County Chamber of Commerce by coordinating and participating in groundbreaking, grand openings, ribbon cuttings, and other interactions between the chamber, its members, and the public.

OBJECTIVES:

- Support new and existing Chamber members opening new businesses within Bay County
- Officially greet, attend, and participate in grand openings, groundbreakings, ribbon cuttings, and other meetings coordinated by the Bay County Chamber of Commerce.
- Promote Bay County by serving as community "Goodwill Ambassadors."

ACTIVITY FEE:

- The annual activity fee is \$35, which covers expenses such as badges, refreshments, and related costs. No Ambassador will be added to the committee until the activity fee is paid.
- Each Ambassador is responsible for charges related to replacement badges due to name changes, employer changes, lost badges, or similar circumstances.

ATTENDANCE REQUIREMENTS:

- Upon arrival at any Ambassador event, Ambassadors must locate the sign-in sheet, check in, and provide a business card. Chamber staff are not responsible for signing in Ambassadors.
- Ambassadors are required to maintain a 70% attendance rate per quarter. Attendance will be reviewed at the end of each quarter. Ambassadors who do not meet this requirement may be removed from the committee.
- Ambassadors who wish to rejoin after removal will be placed on a waiting list and must pay a \$20 reactivation fee.

DELIVERY OF NEW CHAMBER MEMBER WELCOME BAGS:

- Ambassadors who attend monthly Ambassador Meetings are eligible to deliver new member welcome bags, formalize the delivery, and "adopt" assigned new members for a designated period of time.
- This adoption includes introducing new members at First Friday and Business After Hours events and assisting them in connecting with other Chamber members.
- Welcome bags must be delivered within the same week of the meeting so new members can be notified of upcoming First Friday programs and other Chamber events.
- Ambassadors who attend the monthly meeting may include their marketing or promotional materials in the welcome bags.

NOTICE OF EVENTS:

- Ambassadors will receive weekly emails and invitations regarding monthly meetings, grand openings, ribbon cuttings, and related events from the Vice President and Director of Membership.
- Please notify Chamber staff in advance if you are unable to attend a scheduled event.

APPLE OF OUR EYE SELECTION:

- Ambassadors are responsible for selecting monthly recipients for renovation and new construction recognition.
- A ballot will be available at each monthly meeting.
- Additional nominees may be submitted for consideration at the following month's meeting.

AMBASSADOR RECOGNITION:

- Ambassadors are recognized as a group at First Friday programs by the Board Chairman.



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AMBASSADOR CODE OF CONDUCT:

- All Ambassador Committee members are subject to a Code of Conduct consistent with the mission and intent of the Bay County Chamber of Commerce.
- An Ambassador may be removed from the committee if their conduct is deemed detrimental to maintaining a positive and harmonious relationship between the Chamber and the business community.
- In such cases, the Ambassador will be notified in writing. All Ambassadors must maintain current Chamber membership, and conduct at events will be considered before any removal decision.
- The decision of the Chamber President/CEO regarding removal is final.

PROFESSIONAL COURTESY:

- As a courtesy to host businesses, Ambassadors should be mindful that they may attend events hosted by competitors.
- Please refrain from wearing company-branded promotional clothing at a competitor's event and avoid positioning yourself in official grand opening or ribbon-cutting photos when appropriate.

AMBASSADOR AGREEMENT ACKNOWLEDGMENT:

I have read and agree to abide by the Ambassador Agreement and Code of Conduct of the Bay County Chamber of Commerce.

Applicant Signature: _____ Print Name: _____ Date: _____

Billing and Contact Information

Business Name: _____ Contact Name: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

☐ Invoice Me ☐ Check Enclosed ☐ Call For Credit Card Information

Billing Signature: _____ Print Name: _____ Date: _____

Chamber Representative: _____ Print Name: _____ Date: _____