

AMBASSADOR COMMITTEE

The Ambassador Committee (AC) is one of several volunteer committees within the Beaverton Area Chamber of Commerce. The goal of the Ambassador Committee is to establish, maintain and improve a professional image of the Chamber within the community, and to create good will and understanding among the partners. The success of this committee is dependent upon creating a unique group of volunteers who professionally represent the Chamber in a positive, outgoing, friendly, and high-energy manner.

The goal size of this committee is 20 members, remembering that it is an honor and privilege to serve as an Ambassador. Minimum commitment: 1 year

Ambassador Mission Statement:

To promote and encourage partnership and participation in the Beaverton Area Chamber of Commerce.

Ambassador Expectations:

- Any Ambassador at any event is expected to assist new partners and guests by engaging them in conversation and introducing them to other Chamber partners.
- Attendance at monthly Ambassador Meetings is expected, with no more than 4 absences per calendar year.
- Attendance at a variety of Chamber events is encouraged.
- Ambassadors actively recruit new Ambassadors. Potential Ambassadors attend at least one monthly Ambassador meeting prior to nomination.
- If an Ambassador is unable to fill their assigned role at an event, it is up to that Ambassador to find their replacement and to notify the Staff Liaison, the Chair and Vice Chair.

Ambassador Leadership Roles:

In addition to the BACC Chamber Staff Liaison, there are three critical leadership roles: Chair, Vice Chair and Secretary. Each position is a one-year term with the option to serve up to 2 additional terms.

Nominees for the position of Chair: Current Chair, Vice Chair and Chamber Staff Liaison evaluate and select a nominee(s) for the Chair position. The nominee is contacted to ensure they are amenable to the nomination. Once confirmed, then the Current Chair, Vice Chair, Chamber Staff Liaison and Nominee evaluate and select a Vice Chair nominee. New roles are announced in December and start with the January meeting and events. Outgoing leadership team will provide notes, files, and guidance to the incoming leadership team.

The Secretary Position is open to any Ambassador who is willing to fill the role.

Chair: This position serves as the head of the Ambassador Committee, taking the lead at Ambassador meetings. Together with the Vice Chair and the Chamber Staff Liaison, the Chair creates the agenda for the monthly meeting. The Chair assists with any questions or issues Ambassadors may have and notifies the Chamber Staff Liaison of any concerns that may need to be addressed.

Vice Chair: This position serves as the assistant to the Chair of the Ambassador Committee and runs Ambassador meetings in the absence of the Chair. The Vice Chair assists the Chamber Staff Liaison with assignment of Ambassador roles for events, including MCs and replacements.

Secretary: The Ambassador Secretary is responsible for taking notes at the Ambassador meetings and transcribes them into meeting minutes. After review of the minutes by the Chair, Vice Chair, and the Chamber Staff Liaison, the minutes are distributed to the Ambassador Committee prior to the next

monthly meeting and approved by the Committee at that meeting. Any corrections to factual data are incorporated and the review process is completed at the next meeting.

Event Roles:

MC

Using the formatted agenda, the MC is responsible for starting the event on time, introducing the various participants for the day's event, keeping the flow of the event moving forward in a timely manner, and bringing the event to a timely close.

Additionally, the MC assists with set up/take down of the sound system.

Door Greeters

Greeters are the first face and first impression for the event. They welcome Chamber partners and guests to the event and direct them to the registration table.

Additionally, Door Greeters set out/pick up A-frame signage.

Registration Volunteer

The Registration Volunteer welcomes the Chamber members and guests, provide the printed or direct to Chamber Staff Liaison to complete the sign-in sheet. Registration collects a business card for the raffle (if any) and orients people towards the location of refreshments. The goal is to keep members and guests moving forward fluidly and not create a bottleneck. Additionally, the Registration Volunteer is responsible for collecting all the sign-in sheets and business cards, returning them to Chamber Staff Liaison for processing.

Notetaker

Currently, this role falls solely to the Coffee Connection Coordinator (CCC). In the event of an absence of the CCC, the Notetaker steps in to take notes during the speaker presentation, tracks who won prizes, and takes an informal headcount. This information is shared with the CCC and the Chamber Staff Liaison as soon as reasonably possible, preferably within a week.

Float

If there is any administrative type need for any of the other roles, the Float is available to assist. Additionally, if an assigned Ambassador doesn't arrive for his/her role, the Float will step in and fill that position.

Connector

Any Ambassador at any event is considered a Connector.

The Connector is responsible for assisting new partners and guests get connected into conversations with other Chamber partners.

Other Ambassador Roles:

Ambassadors are called upon to be mentors and connectors to new and existing partners. By email, Chamber Staff Liaison will assign a mentor to each new partner as they join the Chamber. The email includes connection information and a short list of upcoming events that can be shared. Additionally, Ambassadors will receive a list (monthly) with the contact information for existing partners for a check-in/check-up to see how they are doing and discover if there are opportunities offered by the Chamber that they may be interested in.

Feedback from both types of connections is summarized and sent to the Chamber Staff Liaison, along with any specific needs for follow-up.