

North Hennepin Area Chamber of Commerce Ambassadors Committee Program



North Hennepin Area Chamber of Commerce

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North Hennepin Chamber of Commerce Ambassador Committee

What is a North Hennepin Chamber of Commerce “Ambassador”?

An “Ambassador” is a chamber member who is viewed within the community as a leader in providing assistance towards meeting local business, city, and non-profit organizations goals. Being an *Ambassador* is an earned privilege.

Who can become an Ambassador?

A North Hennepin Area Chamber member in good standing, who does not hold an official position with another Chamber of Commerce.

What are Benefits of being an “Ambassador”?

- * You get to know a lot of really nice people. (A lot of really nice people get to know YOU!).
- * Ambassadors and their member companies are recognized as community leaders.
- * New business opportunities may surface as you get to know other member companies.
- * Special recognition is presented to an Ambassador who is elected “Ambassador of the year” by fellow Ambassadors.

What do Ambassador Committee members do?

- * *Ambassadors* assist in making new members feel welcome and answering questions at our monthly luncheon meetings and special events.
- * *Ambassadors* attend as many new member ribbon cutting ceremonies and grand openings as possible with the chamber staff, city and state leaders.
- * *Ambassadors* assist with member retention and enhancement activities by calling a few current members quarterly to let them know the chamber is still there to help if needed.

Are there any Costs associated with being an Ambassador?

No. The chamber staff will provide a unique badge that identifies you as *Ambassadors* in the community (which denotes your desire to help member businesses grow and prosper).

How much time will being an “Ambassador” take?

Typically less than 6 hours a month, which includes 1 hour for the Ambassador Committee Meeting and the rest is divided between attending the following events Membership Luncheons, Grand Openings, Ribbon Cuttings, Ground Breakings, Business Card Exchanges, and the Holiday Social. You will also be asked to deliver New Member Plaques.

North Hennepin Area Chamber of Commerce Ambassadors

1. Purpose

Ambassadors are the frontline of the North Hennepin Area Chamber of Commerce in promoting activities designed to have an impact on strengthening the business climate and drawing together business leaders for the purpose of increasing community awareness, goodwill, and economic growth for their business and the North Hennepin Area Chamber of Commerce.

2. Qualifications / Expectations

- a. Must be a North Hennepin Area Chamber of Commerce member or employee of a company that is a current North Hennepin Area Chamber of Commerce member.
- b. Is willing and able to volunteer his/her time toward Ambassador projects and functions.
- c. Will wear his/her nametag at all chamber functions they attend.
- d. Will adhere to the code of ethics set forth by the North Hennepin Area Chamber of Commerce Board of Directors.
- e. To be an Ambassador in Good Standing, you must attend the monthly Ambassador Meeting and *at least* two other events per month.

3. Activities

- a. Participate in grand opening, ribbon cutting, and ground breaking ceremonies of member businesses.
- b. Attend the monthly businesses card exchanges
- c. Other activities include attendance at special civic events, promotions, holiday social, and other functions as accepted and agreed upon by the Ambassador Committee.
- d. Attend monthly general member luncheons as often as possible. Be available to meet new members at such meetings by sitting with them and helping them get acquainted with other members. (Follow up with them to encourage attendance at the next meeting or function.)
- e. Attend all monthly Ambassador Meetings.

4. Reasons for being an Ambassador

- a. Help promote the chamber's mission and to promote business and economic development.
- b. Welcome new Chamber Businesses to the North Hennepin Community.
- c. Make new friends and business contacts.
- d. Be recognized and respected in the community as a leader, volunteer, and member of an elite group.

**Code of Ethics &
Conflict of Interest Policy**
- VOLUNTEER -

I. Policy Statement

The North Hennepin Area Chamber of Commerce officers, directors, ambassadors, and volunteers serve in positions of community trust. The North Hennepin Area Chamber as an organization has relationships among its members, the community, public, and private sectors. Those working for the North Hennepin Area Chamber must avoid any situation in which there is potential for a real or perceived conflict between their personal financial interest and the interests of the chamber. It is the purpose of this policy to establish standards of conducts for chamber volunteer workers and to set forth acts compatible with those standards.

To assure adherence to and continuity of this policy, a Certificate of Agreement shall be distributed to each Ambassador and shall be promptly completed, signed and returned to the Chamber President or his designee. This Certificate of Agreement shall remain in effect as long as the individual remains an Ambassador for the North Hennepin Area Chamber of Commerce or works in any other voluntary capacity with the North Hennepin Area Chamber of Commerce.

II. Policy provisions for officers, directors, ambassadors, and other volunteers.

The North Hennepin Area Chamber's reputation and credibility depend substantially on the degree to which it manages its affairs free of concern that any personal or private business interests are being advanced at the expense of the organization or its community-based objectives.

North Hennepin Area Chamber officers, directors, ambassadors, and other uncompensated volunteers should conduct themselves in a manner that scrupulously avoids such conflicts of interest, either real or perceived.

It is not the intent of this policy to discourage participation and involvement that might directly or indirectly benefit elected officers, ambassadors, or volunteers. It is instead in place to establish a framework in which it can occur in an ethical and appropriate way.

- a. Officers, directors, ambassadors, or other volunteers may not represent the North Hennepin Area Chamber of Commerce in any matter in which they have a material financial interest without full consent and consideration of the Board of Directors.
- b. Directors must abstain from any proposed North Hennepin Area Chamber of Commerce contract or expenditure in which they have a material financial interest.

(Policy provisions for officers, directors, ambassadors and other volunteers – continued)

- c. Officers, directors, ambassadors or other volunteers shall not use any North Hennepin Area Chamber of Commerce employee, consultant, or other party performing work on behalf of the North Hennepin Area Chamber of Commerce, or any volunteer acting in a North Hennepin Area Chamber of Commerce capacity, or any North Hennepin Area Chamber of Commerce property or funds, for any other than an approved North Hennepin Area Chamber of Commerce purpose.
- d. Officers, directors, ambassadors, or other volunteers shall not divulge to unauthorized persons confidential or inside information received in the performance of North Hennepin Area Chamber of Commerce activities nor shall they use such information for personal gain or for professional or business advantage.
- e. Officers, directors, ambassadors or other volunteers acting in their North Hennepin Area Chamber of Commerce capacities must make timely disclosure to both affected parties and North Hennepin Area Chamber officers in any situation in which they have an actual or potential material financial interest in the North Hennepin Area Chamber activity in which they are engaged. Disclosure shall be made to the affected parties and to the President and Board Chair.
- f. Officers, directors, ambassadors or other volunteers acting in their official capacity may neither solicit nor accept anything of value from another person or organization where the item can reasonably be interpreted to be of such value as to place the volunteer under an obligation to another, either at present or in the future.
- g. Officers, directors, and ambassadors may not be engaged as officers, directors or ambassadors or act in any other official capacity with any other Chamber of Commerce while acting in such capacity with the North Hennepin Area Chamber of Commerce.

III. Policy Enforcement and Administration

Responsibility for enforcement and consistent administration of these policies shall reside with both the President and the elected officers of the North Hennepin Area Chamber of Commerce.

The President will be responsible for policy enforcement, but shall inform the Chair of the Board of any situation in conflict with these provisions and plans for corrective action.

The Board Chair shall take all necessary steps to enforce this policy in the absence of action. The President's decisions shall be subject only to review by the Executive Board if appealed by an affected party.



North Hennepin Area Chamber of Commerce Ambassador Profile

Date: _____ Birthday: Month _____ /Day _____

Company: _____

Ms. Mr. Dr.: First: _____ MI: _____ Last: _____

Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _(_____)_____ - _____ Direct Phone: _(_____)_____ - _____

Fax: _____ - _____ Cell Phone: _____ - _____

E-mail: _____ Website: _____

Pager: _____ - _____ Home Phone: _____ - _____

Please write anything you would like us to know about you. (Hobbies, family, items of interest, etc):

Name as I would like it to appear on my Ambassador Name Tag: _____

Company Name on my Ambassador Name Tag: _____

Listed below are opportunities which Ambassador Committee members can be involved in. Please check the ones in which you will participate. Thank you for your commitment to the business community.

- Membership Luncheons** (Generally) held the second Thursday of the month from 11:30 a.m. to 1:00 p.m.; Ambassador needs to arrive at 11:15 a.m. to greet members as they arrive.
- Grand Openings/Ribbon Cuttings/Ground Breaking Ceremonies** held at the new business location. They generally are conducted during business hours.
- Business Card Exchange** Networking Events held at Chamber members' places of business. Usually 7:30 to 9:00 a.m. or 4:30 to 6:30 p.m.
- Holiday Social** Early December Holiday party / Networking event. Usually 5:00 to 7:00 p.m.
- New Member Plaque Distribution** As new members join the Chamber, deliver and present new member plaques.

Code of Ethics & Conflict of Interest Certificate of Agreement

I hereby certify that I read and understand the Code of Ethics and Conflict of Interest statement of the North Hennepin Area Chamber of Commerce.

I agree to comply with these established standards of conduct.

I agree to report any information or circumstances known to me now, or arising in the course of my duties involving a possible conflict.

I further agree that I will not reveal to any unauthorized person any confidential information learned in the course of my duties, nor will I use any such information for personal profit or gain. I will not serve in an official capacity for any other Chamber of Commerce while performing the same duties with the North Hennepin Area Chamber of Commerce.

Print Name

Signature

Date

Please complete and return to North Hennepin Area Chamber of Commerce Ambassadors, 229 1st Ave NE, Osseo, MN 55369