

VOLUNTEER AMBASSADOR

Job Description



Overview

The Quad Area Chamber of Commerce seeks volunteer Ambassadors to help promote and conduct the work of the organization. Ambassadors will work within their immediate community and sphere of influence to raise the visibility of the organization and facilitate the mission. Pursuing duties, such as those below, that play to their own individual strengths and abilities, Ambassadors will work to advance the common good of our communities through the framework provided by the Quad Area Chamber of Commerce.

Mission

The Quad Area Chamber of Commerce was established in 1999 as a volunteer-driven, non-profit organization designed to represent businesses in our local communities including [Lexington](#), [Centerville](#), [Circle Pines](#) and [Lino Lakes](#). The Chamber is a resource for a wide variety of business issues. We offer pertinent information and a network of local businesses coming together as one voice for the greater good of the Quad Area. As the Quad Area continues to grow and prosper, it is important that local business work together to protect and enhance our expanding communities.

Our Vision: Represent a voice, advocate for business, promote the prosperity of local businesses and increase exposure.

Ambassador Roles

- Understand the mission and vision of Quad Area Chamber
- Foster & develop healthy relationships in the Quad Area Communities
- Visit members and potential members for retention and recruitment.
- Host Ribbon Cutting Events for New Business, Remodels, Open Houses
- Promote growth of Chamber Membership and Events
- Promote & Attend chamber services and local events – (e.g. chamber gatherings and nonprofit fundraising events) as a representative of the Quad Area Chamber and distribute materials as appropriate.
- Invite and mentor future organization leaders

Expectations of Quad Area Chamber Ambassadors

- Attend meetings of the Ambassador Committee, arriving on time and prepared for topics on agenda
- Notify the chair or another member of the committee if unable to attend
- Stay connected by reading agendas, & communications. Respond to action requested prior to meeting if you are unable to attend.
- Place standard meeting time, date and location on your personal calendars to facilitate commitment.
- Agendas & reminders for the meetings will be distributed on Monday before the meeting.

Tools needed to complete our role:

- Chamber Brochure – currently being revised for print
- Quad Area Chamber Name tags for Meetings & Events or Representing the organization
- Member Retention Package (to be developed)
- Member Recruitment Package (Welcome Basket)
- Committee Budget (to be developed)