



Tulare Kings Hispanic Chamber of Commerce

Ambassador Committee

Policy & Procedures Manual

Tulare Kings Hispanic Chamber of Commerce Agreement

119 South Church
Visalia, California 93291
Telephone (559) 734-6020
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Tulare Kings Hispanic Chamber of Commerce

Mission Statement

Promote Value to business members through education, Government Relations, and Opportunities within the Community for Mutual economic benefit.

Ambassador Committee Mission Statement

To support the Tulare Kings Hispanic Chamber of Commerce in their growth through active public relations and community involvement.

Ambassador Criteria

The Ambassadors are a group of local business leaders who represent the public relations arm of the Tulare Kings Hispanic Chamber of Commerce. These individuals generously commit their time to the growth and representation of the Hispanic Chamber.

Joining the Ambassador Committee is an honor and a personal commitment. Our Ambassadors not only make valuable business contacts, but also make new friends and acquaintances. The committee promotes a positive image of the chamber, a positive interaction among chamber members, as well as an increase in member participation in Hispanic Chamber activities and events.

All Ambassadors members will assist the Hispanic Chamber in the following ways:

- Welcome new businesses to the community through Grand Openings, Ground Breakings, Facebook Live and Ribbon Cuttings.
- Assist as needed for Chamber retention and growth.
- Volunteer for the monthly mixers.

Prospective Ambassador Procedures

MEMBERSHIP is extended to Businesses who are current members of TKHCC.

Pre-orientation

- Staff and / or current members will invite prospective Ambassadors to attend a few events (ambassador meetings, ribbon cuttings, mixers) in order to acquaint themselves with the functions of the committee.

Orientation

- To be held when prospective Ambassador has completed pre-orientation expectations.
- Ambassador will be given a Policy and Procedures Manual, Chamber Information and a list of current & upcoming events.
- A discussion of Ambassador Expectations will be communicated during an orientation Lunch/ Coffee the 1st quarter (January, February or March)

Profile & Photo

- Each prospective Ambassador will fill out the Ambassador Profile and attach or email a business color photo. The photograph will be used for the article on Ambassador of the month and/or random spotlights; and will also be included on the TKHCC website.

Mixer Procedures

The Ambassador Committee with the Board of Directors is the public relations arm of the Hispanic Chamber and is called upon to serve as Host and Hostesses of our monthly Business Networking Mixers. This commitment is part of the Ambassador criteria expectation.

Business Networking Mixers

Business Networking Mixers are held the third Thursday of every month from 5:30 to 7:00 at different member locations throughout Tulare and Kings Counties. The shifts require Ambassadors to serve as Greeters, handle Registration are from 5:00 to 6:00 and from 6:00 to 7:00 PM. Two to four Ambassadors are needed per shift; Business Networking Mixers are free to attend for Ambassadors who are working the event. If you are unable to make your shift because of unforeseeable circumstances you should contact the Ambassador Chairperson **as soon as possible**. (A replacement for your shift when you call is appropriate)

Responsibilities include:

- **Sign in for your shift upon arrival.**
- **Be on time for your shift.**
- **No alcohol consumption while working your shift.**
- **No political representation while working your shift.**
- **Wear your Name Badge.**
- **Remain at the greeter table for your entire shift**
- **Encourage everyone to drop their business card into the bowl provided at the registration table for the prize drawing.**
- **Remember that you are representing the Hispanic Chamber, the Ambassadors and your own business, so SMILE!!!**
- **Hors d'Oeuvres provided should be eaten before or after your shift.**

Ribbon Cutting Procedures

As an Ambassador, one of your main functions is to **represent and support** the Tulare Kings Hispanic Chamber at ribbon cuttings, grand openings and groundbreakings.

Ribbon Cutting Protocol:

Once a Business has become a member, the information will be passed on to the Co-Chairs or selected Ambassador who will then contact the new member to set a date for a ribbon cutting as well as conduct the ceremony. At the ceremony the business will be introduced and asked to tell a brief history on their Company *as well as* products *and/or services* offered. The Ambassadors and/or Board Members present will each introduce themselves and state their company name. The conductor of the ribbon cutting will briefly explain what the Ambassadors do and announce any upcoming events. Immediately following the ceremony everyone will gather for the ribbon-cutting photograph.

Ambassador Responsibilities:

- Be on time for the ribbon cutting as these events only last 45 minutes to an hour and punctuality is of the utmost importance.
- Wear your name badge.
- Dress professionally!
- Remember that you are representing the Hispanic Chamber, Ambassadors and your own company, so SMILE!
- These events are a valuable tool for making new contacts of your own. Attend as many as possible to show a large support for our new member and effective representation of the Hispanic Chamber.

ATTENDANCE: Participation is important in Chamber events, activities and ambassador meetings. If an Ambassador is unable to fulfill the commitment required, the Head Ambassador will inform the Chamber Executive Director and you may be asked to withdraw from the Ambassador Committee.



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E-Mail: criselda@tkhcc.org

JOIN THE FUN!!!

Mixers ✨ Ribbon Cuttings ✨ Networking ✨ Leadership

Be a part of the Tulare Kings Hispanic Chamber of Commerce

BECOME AN AMBASSADOR TODAY!

I have read, understood, and accepted the terms of the Ambassador Committee responsibilities. I have also completed and enclosed the Ambassador's Profile along with my check made payable to the Tulare Kings Hispanic Chamber of Commerce in the amount of \$25.00

Name: _____

Title: _____

Company Name: _____

Address: _____

Phone: _____ **Fax:** _____

E-Mail Address: _____

How would you prefer your name on the badge _____?

Company Name _____

Signature _____

Tulare Kings Hispanic Chamber of Commerce

“Ambassador Profile”

Please return to: **Tulare Kings Hispanic Chamber of Commerce**
119 South Church Street – Visalia, California 93291

Please note: any and all information is optional

1) Name _____

2) Place of Birth? _____

3) Place Raised? _____

4) Education _____

5) Employed by? _____

Address _____

6) Current Position?

a. Duties _____

b. Length with Company? _____

c. Other positions that you have had with this company? _____

7) Other companies you have worked for? _____

8) Spouse's Name? _____

Employed by? _____

Children's Name & Ages? _____

Any Grandchildren? _____

9) Hobbies or Interests _____

10) Any organizations or clubs that you belong to? (How long and officer title if applicable) _____

11) Any other special interests you would like to share with our readers? _____

(Please feel free to use additional sheets if necessary for your responses)