

**FALLS CHAMBER OF COMMERCE  
AMBASSADOR COMMITTEE  
STATEMENT OF PURPOSE**

The Falls Chamber of Commerce consists of business members interested in establishing and maintaining the St. Croix Falls, Wisconsin, Taylors Falls, Minnesota and surrounding area as a healthy business community in which to live and work.

The Ambassador Committee supports the Falls Chamber of Commerce’s Statement of Mission: “The mission of the Falls Chamber of Commerce is to advocate, promote and support business members and our communities.”

It is the purpose of the Ambassadors, as representatives of the business community and on behalf of the Falls Chamber, to act as a visible arm of the Chamber by:

1. Promoting and increasing communications and member feedback.
2. Hosting and participating in Chamber public relation events.

**ARTICLE I: AMBASSADOR MEMBERSHIP**

Section 1: Membership is restricted unless specifically authorized by the Chamber Board of Directors to those who are members in good standing of the Falls Chamber of Commerce.

Section 2: To qualify as an Ambassador, application forms will be reviewed and membership will be recommended by the Ambassador Executive Committee, with final determination and approval by the Chamber Board of Directors.

**ARTICLE II: MEMBERS OF THE COMMITTEE & EXECUTIVE COMMITTEE**

Section 1: Officers of the committee will consist of Chair, Vice Chair and Secretary. This will constitute the Ambassador Executive Committee.

Section 2: The Chair, Vice Chair and Secretary will be elected by secret ballot and approved by the Board of Directors at the Chamber Annual Meeting.

Section 3: The current Chair will preside over the election process with nominations coming from the committee for each position and voting on them accordingly. Elections will be held annually at the Chamber Annual Meeting.

Section 4: Duties of the Ambassador Executive Committee are as follows:

**Chair**

- a. Facilitate the monthly Ambassador meetings.
- b. Bring ideas and suggestions to the Ambassador meetings.
- c. Provide general supervision, direction and management of affairs in the interest of the committee.
- d. Attend monthly Chamber Board of Director's meetings to make committee reports.
- e. Make formal recommendations to the Chamber Board for the Ambassador of the Year recipient, once established.
- f. Work with the Board of Directors as needed in matters relative to the committee.
- g. Is accountable to the Executive Director and Board of Directors.
- h. Other business as necessary.

**Vice Chair**

- a. Attend the monthly Ambassador meetings.
- b. Bring ideas and suggestions to the Ambassador meetings.
- c. Assist Chair in all duties associated with the position of Chair.
- d. Be capable of carrying out duties of the Chair, as needed.
- e. Is accountable to the Executive Director and Board of Directors.
- f. Other business as necessary.

**Secretary**

- a. Attend the monthly Ambassador meetings.
- b. Bring ideas and suggestions to the Ambassador meetings.
- c. Summarize proceedings of the general Ambassador meetings and produce electronic copies of such minutes.
- d. Is accountable to the Executive Director and Board of Directors.
- e. Other business as necessary.

### **ARTICLE III: COMMITTEE MEETINGS**

- Section 1: The Ambassadors shall meet once a month at a time agreed to by the majority of the Ambassadors.
- Section 2: Special meetings may be held upon the petition of the Chair or by the request of the Ambassador Executive Committee, the Chamber Executive Director or the Chamber Board of Directors.

### **ARTICLE IV: NEW AMBASSADORS**

- Section 1: The total number of Ambassadors allowed will be 20.
- Section 2: All new Ambassadors will participate in an orientation session with the Executive Committee and the Chamber Executive Director.

### **AMBASSADOR RESPONSIBILITIES & PARTICIPATION POLICY**

Ambassadors have many opportunities to participate in Chamber events including; Business After 5, ribbon cuttings, ground breaking ceremonies, open houses, Chamber Membership Meetings, Educational Seminars, fundraisers and other chamber member events.

1. Monthly Ambassador meetings, generally will be scheduled on the 3rd Tuesday, every month. During months that a holiday falls on the 3rd Tuesday, the date may change. The location of the meetings will be determined by the Executive Committee.
2. Ambassadors are expected to attend to least 75% of all meetings and functions to retain their status as an Ambassador. If participation falls below 75%, the Executive Committee will reevaluate the individual's position based upon their commitment and ability to participate at the time.
3. In the case of gross misrepresentation or fraud, participation may be terminated by the Executive Committee or the Chamber Board of Directors.

## **AMBASSADOR DRESS POLICY**

The Ambassadors Uniform is to be worn at pre-determined Chamber events to help identify the Ambassadors as representatives of the Chamber. Each Ambassador will purchase his or her own uniform. Information as to where to purchase the uniform will be given to individuals upon their acceptance in the Ambassador Committee. The uniform also includes a nametag, black slacks or skirt and a white shirt.

The Ambassador uniform is to be worn along with the Ambassador Nametag at:

- Business After 5
- Chamber Annual Dinner
- All other Chamber sponsored functions that would feature Ambassadors such as; The Taste of St Croix Valley, Annual Boat Ride, etc.

The Ambassador Nametag should be worn at:

- Ribbon Cuttings
- Ground Breaking Ceremonies
- Grand Openings
- Membership Calls