



Ambassador Rules & Regulations

Welcome to the Ambassador Program

Thank you for your interest in serving as a Chamber Ambassador. Ambassadors are the heart and front line of our Chamber—trusted volunteers who help welcome, connect, and support our business community.

What Is a Chamber Ambassador?

A Chamber Ambassador is an official representative of the Fort Gibson Chamber of Commerce and a key point of connection for our members. Ambassadors serve as welcoming faces at events, advocate for Chamber membership, and liaisons between the Chamber, its members, and the broader business community.

Who Can Serve as an Ambassador?

Any current Chamber Member in good standing may apply to serve as an Ambassador.

Ambassador Meetings & Participation

- Our Ambassador Committee currently meets **every other month at 12:00 p.m.** at the Chamber office, unless otherwise noted.
- Ambassadors are expected to participate in ribbon cuttings, networking events, and other Chamber programs throughout the year.

Ongoing Responsibilities

- Promote the value of Chamber membership within the community
- Support member recruitment and retention
- Volunteer at Chamber events. (*Door Greeter, Set-up, Check-in, Clean-up, etc...*)
- Promote Chamber programs and activities
- Serve as a knowledgeable resource on Chamber offerings, events, and services
- Stay informed about Chamber policies, procedures, and initiatives
- Serve as a liaison between the Chamber, its members, and the business community

Ambassador Responsibilities

Ambassadors are expected to actively participate in Chamber programs and events.

Suggested Monthly Commitments

- Attend **Membership Luncheons** (held every OTHER month – odd months)
- Attend **Ambassador Meetings** (held every OTHER month – even months)
- Recruit **New Members**
- Attend **Ribbon Cuttings** and **Ground-Breakings**
- Make **Welcome and Thank You Phone Calls** to new and/or renewing members
- Visit **1–2 Chamber members in person**
- Help secure sponsors for **Business over Breakfast or After Hours** events
- Bring a **prospective member** to a Networking Event
- Volunteer for at least one **Annual Event** (*Car Show, Back to School Bash, Smokin' the Fort, Annual Gala, Night at the North Pole, Shop FTG First*)

Recognition & Benefits

Serving as an Ambassador provides you and your business with enhanced visibility beyond a standard Chamber membership, including:

- Listing & Bio on the **Ambassador page** of the Chamber website
- Public recognition and introductions at Chamber events
- Special recognition at the **Annual Gala**
- Opportunity to be named **Ambassador of the Year**, which includes an award presented at the Annual Gala
- Insider knowledge about new business in the community
- Opportunity to meet new business owners and make connections before your competition
- Opportunity to shape the Chamber and the overall community of Fort Gibson
- Leave a lasting legacy
- Ambassadors are not charged for events which they volunteer for (*membership luncheons, networking, etc...*)



Ambassador Expectations & Agreement

Please initial each statement below to indicate your understanding and commitment.

_____ 1. I understand that as an Ambassador I am representing the Fort Gibson Chamber, a business organization. I will act as a business professional when conducting Chamber business.

_____ 2. I understand that potential prospects or new members can feel unsure of themselves when attending an event for the first time. I will go out of my way to welcome new people and ensure they are introduced to others.

_____ 3. As an Ambassador, I will encourage positivity and will not allow gossip or negativity. I will invite others into conversations and make sure no one feels excluded.

_____ 4. I understand that any Ambassador who doesn't participate for **three consecutive months** may be asked to resign.

_____ 5. I confirm that I am either the head of my organization or have full support from my employer to participate in this program.

_____ 6. I understand that if I, or my business, am no longer in good standing with the Fort Gibson Chamber of Commerce or the business community, the **Chamber Board of Directors** may vote to remove me from serving as an Ambassador.

Name: _____

Organization: _____

Signature: _____

Date: _____

Please Specify Your Interests:

- ☐ Recruit New Members
- ☐ New Member Mentor
- ☐ Luncheon Welcome Team
- ☐ Luncheon Clean-up Crew
- ☐ Appreciation Team
- ☐ Social Media Moderator

Annual Events

- ☐ Car Show (June)
- ☐ Back to School Bash (August)
- ☐ Smokin' the Fort (September)
- ☐ Annual Gala (October)
- ☐ Night at the North Pole (November)
- ☐ Shop Fort Gibson First (Nov-Dec)

Are there any special skills or knowledge you'd like to offer?