



FORT WORTH
HISPANIC CHAMBER
OF COMMERCE

Fort Worth Hispanic Chamber of Commerce Ambassador Program 2018

Mission:

To support, promote, and enhance the Fort Worth Hispanic Chamber of Commerce in their mission of fostering a vibrant economic environment for members, individuals, and the greater Fort Worth area.

Overview

The FWHCC Ambassadors are a highly visible, prestigious group of volunteers who serve as the Chamber's primary liaison to new Chamber members and the community. They are considered the goodwill arm of the Chamber and play an essential role in member recruitment, communication, and retention. Each Ambassador is charged with conveying member needs, questions and concerns to the Chamber staff.

Upon your appointment, each Ambassador makes a commitment to build lasting relations with members, particularly new Chamber members, in order to build a loyal and committed membership base that will continue to support, participate and invest in the Chamber. Ambassadors commit their time and effort for the betterment of the Chamber and its members.

Benefits

Serving as an Ambassador provides you with a greater level of visibility. As an Ambassador of the Chamber, you will receive recognition throughout the year in a variety of different ways.

- Recognition on FWHCC homepage scrolling banner
- Listing on the Ambassador page of the Chamber's website
- Introduction in the Chamber's newsletter *Empresario* (Ambassador Spotlight)
- Name badges for introduction, recognition at the Chamber events at which you volunteer
- Opportunity to be named Ambassador of the Year (determined by point system)
- Awarded at the Annual Awards Gala

Responsibilities

The responsibilities of the Ambassadors include participating in a variety of programs, projects and activities, including:

- **Promote** the value of Chamber membership within the community
- **Participate** in active recruitment of new member and retention of existing members

- **Attend** Chamber functions including Ribbon Cuttings, Networking Business After Hours, Chamber annual events, speaker series, and community events
- **Volunteer** at Chamber functions as a host and greeting guests
- **Assist** in the promotion of Chamber activities and events in the community
- **Contact** membership to inform of and invite to upcoming Chamber events
- **Serve** as a source of information on Chamber programs, services and event

Chair Responsibilities

The Chair of the Ambassador program would be responsible for the following:

- Assists** with coordinating the monthly ambassador meetings
- Manage** and post on the Ambassador Facebook page
- Serve** as a liaison between Chamber and Ambassadors

Point System Requirements

Ambassadors must maintain a minimum of **20** points per year. These points must be submitted to the FWHCC staff by the 2nd Monday of each month (a day before the Ambassador meetings take place).

What points can be utilized for:	# of Points required
Recognition on FWHCC homepage scrolling banner for 1 month	10 points
Recognition in monthly newsletter	5 points
Complementary tickets to chamber events with fees	15 points

How to earn points:	# of Points per occurrence	Opportunities per year
Attend Membership events: Maximize your Membership, Coffee with the Chamber, Business After Hours.	2 points	18 a year
Attend Building Capacity events: Seminarios Para Negocios Hispanos and Build Fort Worth.	2 points	6 a year
Attend Lecture Series: Five Pillar Lecture Series and Women in Leadership.	1 point	6 a year
Attend Signature events: Fiesta Night at the Rodeo, Gala, Clay Shoot, State of the Hispanic Chamber.	1 point	4 a year
Attend Ambassador Meeting	1 point	11 a year
Drop off New Member Packets	2 points	Not Applicable
Volunteer for Chamber events	2 points	38 a year

Chair/Host a Chamber event	3 points	19 a year
Speak at chamber program or on behalf of chamber	2 points	Not Applicable

Term of Service: One (1) Year

Each Ambassador commits to a term of one year, January through December. If an Ambassador joins mid-year, that term will expire in December of that year and will be renewed in January for the next calendar year. Ambassadors are required to maintain a minimum of 5 points per quarter. Failure to do so may result in disqualification from ongoing participation in program.

Fee Schedule

Each Ambassador will be required to contribute a \$50 Membership Fee at the commencement of their term of service.

Standing Rules

- I. Each candidate for the Ambassador program MUST be an employee or owner of a Chamber member in good standing.
- II. Each Member of the Chamber may only have one (1) representative in the program, with exceptions determined by staff liaison based on size of company.
- III. An Ambassador who changes jobs or whose company drops their membership has 60 days for them to rejoin the Chamber under a new company.
- IV. All Ambassadors should wear their Ambassador badges when attending Chamber functions.
- V. Ambassadors MUST attend a minimum of 50% (at least 5) of the meetings during each term.
- VI. Ambassadors must maintain a minimum of 5 points per quarter and a minimum of 20 points per year.
- VII. If an Ambassador has not communicated in a 90-day period, the staff liaison will make two attempts to contact before terminating ambassadors place.

I hereby have read, understand and agree to the guideline set forth in this 2018 Ambassador Program Overview. I agree to comply with all rules and guidelines stated in this Overview.

_____ Name

_____ Date

_____ Signature

Fort Worth Hispanic Chamber of Commerce 2018 Ambassador Application

Name _____

Company _____ Title _____

Are you a business owner? Yes No

Industry _____

Address _____

City/State/Zip _____

Work Phone _____ Cell Phone _____ Fax _____

Email _____

Birthday (MM/DD) _____

Hobbies/Interests _____

Please share what other organizations you are currently involved with and to what capacity.

How can the Ambassadors support you with your current organization(s)?

Please share accomplishments, awards, recognition, employment promotion, etc.

Please share your input on the following:

What ideas or suggestions would you recommend to enhance and/or promote the Ambassador Program?
