



## Ambassadors Club | Bylaws & Procedures

### Mission Statement

Ambassadors are San Francisco Chamber of Commerce partner-volunteers who, by engaging new and prospective members and volunteering at Chamber events, assist and support the Chamber, while actively extending their own business contacts and their company's visibility.

### How it Works

Ambassadors commit to attending monthly meetings to keep up-to-date on Chamber initiatives and to secure volunteer shifts at events. After attending two meetings and receiving approval on their application, Chamber partners are eligible to become an official Ambassador.

### Meetings

- The Ambassadors Club meetings are always the 3<sup>rd</sup> Tuesday of the Month from 4-5:30pm in the Chamber Boardroom, unless otherwise stated.

### Agreement

*All Ambassadors must:*

- Be in good standing with the Chamber.
- Be active participants in a well-rounded variety of Chamber programs/events.
- Possess an unfaltering belief in Chamber programs and events without any biases.
- Attend monthly Ambassador meetings throughout the calendar year.
  - If more than 2 meetings are missed in a six-month period without an approved excuse, the Chamber may terminate Ambassador membership.
- Volunteer at Chamber events throughout the year.
  - Each Ambassador must volunteer at no fewer than one Chamber event every quarter. This includes, but is not limited to: ribbon cuttings, Signature Events, Business After Hours events.

### Benefits

- Official Ambassadors and their company will be listed on the Ambassadors roster on the Chamber website.
- Official Ambassadors will receive free admission to Chamber events, when available.
- Ability to attend ribbon cuttings, as well as partner events throughout the community.
- Gain access to professional development speakers at various monthly meetings.
- Access to exclusive networking opportunities at Ambassador Club meetings.

### Dues

- No dues are required to participate in the Ambassadors Club.
- The Chamber reserves the right to increase dues if and when it sees fit.



## Leadership

- The Chamber will provide a liaison to the Ambassadors Club who will manage the following:
  - Schedule meeting and booking meeting rooms
  - Remind members about weekly meetings
  - Order catering for each meeting
- Ambassadors Club will have two (2) Co-Chairs
  - Co-Chairs will be selected in January of each year.
    - Term: 2 years
    - No co-chair will serve more than two consecutive terms
    - Co-chairs will alternate terms, so that no two Chairs begin their term in the same year
  - Co-Chairs responsibilities include, but are not limited to:
    - Run and lead monthly meetings
    - Source speakers, when applicable
    - Provide training for new members, as it relates to networking, events, and presentations
    - Communicate with members who are not meeting their requirements about assistance or next steps
  - Co-Chairs will receive the following benefits:
    - Exclusive access to Chamber events, when applicable
    - Leadership development opportunities
    - Enhanced contact with Chamber staff
    - Invited to attend the Chamber's CEO Receptions as guests, not as volunteers

## Ethics / Discipline

- If an Ambassador makes programmatic changes without the consent of Chamber staff, represents the Chamber in a false or negative way, or conducts himself/herself in an unprofessional manner, they become eligible for dismissal.
- The Chamber may refuse admission to Ambassadors Club or remove a partner from their group for any one of the following reasons:
  - Repeated unexcused absences
  - Repeated tardiness
  - Inappropriate or disrespectful behavior