

Ambassador Expectations:

1. Commit to serve for a one-year term.
2. Attend quarterly meetings.
3. Serve as the Chamber's goodwill arm through outreach to current and potential members.
4. Assist and involve new and current members in Chamber programs and activities.
5. Serve as hosts/greeters during Chamber events.
6. Make personal or phone contacts with assigned members at least four times per year (prior to the Banquet, Golf Tournament, 5K Race, and Business Expo.)
7. Be actively involved in Chamber functions when possible.

I have read these expectations and agree to uphold them to the best of my ability. I understand that if I am unable to fulfill these obligations, I should notify the Chamber staff and discontinue serving as an Ambassador.

Name (please print)

Date

Signature

Sponsor's Name*

Date

Sponsor's Signature

*Your sponsor should be your employer or a current member of the Chamber's Board of Directors or a current Ambassador.

Ambassador Handbook



Arts in the Park



ZEBULON
Chamber of Commerce
our door is always open

815 N. Arendell Avenue, PO Box 546
Zebulon, NC 27597
www.zebulonchamber.org

What's Inside?

- ◆ Chamber Mission Statement
- ◆ What is the Zebulon Chamber of Commerce?
- ◆ What do Chamber Ambassadors do?
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Business After Hours



Reverse Raffle



Business of the Month



Ribbon Cutting

Mission Statement

To advance commercial, industrial, and civic development; to encourage the economic and social progress of the Zebulon area for the benefit of all citizens.

Ambassador Commitment Agreement

The Ambassadors are professional volunteers from varied backgrounds who serve as liaisons between Chamber staff and membership. The mission of the Ambassador program is to cultivate new members, maintain contact with current members, and provide feedback from members to the staff and Directors.

As an Ambassador, I agree to help with at least 2 of the following events:

- Awards Banquet (late January)
- Chamber table at Arts in the Park (late April)
- Spring Litter Sweep (late April or early May)
- Golf Tournament (1st Wed. in May)
- 5K Race and 1M Fun Walk (3rd Sat. in June)
- Business Expo (late September)
- Fall Litter Sweep (late Sept. or early Oct.)
- Reverse Raffle (mid October)
- Member Appreciation Breakfast (early Dec.)
- Ribbon Cuttings (schedule varies)
- East Wake WIN (3rd Wed. of each month)

Name: _____

Business Name: _____

Daytime phone: _____

Zebulon Chamber of Commerce Committees

Communication/Marketing

Reviews all methods of current and possible communication and marketing strategies such as but not limited to: monthly newsletter, "Chamber Chatter" update, Web site advertising, and the Eastern Wake News Chamber page. This committee also assembles the city map and member directory in alternating years.

Member Services Committee

Works with the MS Coordinator to maintain and grow member services including but not limited to: Business After Hours, Learning Lunch, East Wake WIN (Women in Networking), Business of the Month awards, and the Ambassadors program.

Annual Events

Reviews current and possible annual events including but not limited to: Banquet, Golf Tournament, 5K Race, Litter Sweep, Member Appreciation Day, Business Expo, Christmas Parade, Reverse Raffle, and Teacher Appreciation Dinner.

Education Committee

Reviews education matters such as but not limited to: East Wake Business Alliance, education Roundtables, and JA classes.

Economic Development/ Government/Legislation

Reviews and updates the Chamber on political issues including but not limited to: Town of Zebulon, Candidate Forums, and Town Council meetings.

Finance Committee

Reviews annual budget and any related matters.

Bylaws Committee

Reviews the Bylaws and recommends changes as needed.

Awards Criteria Committee

Reviews current procedures and forms used to select Business of the Month, Ambassador of the Year, Business of the Year, and Citizen of the Year.



Business After Hours

What is the Zebulon Chamber of Commerce?

Organized in 1947, the Zebulon Chamber is a 501(c)(6) non-profit organization dedicated to maintaining a healthy and prosperous business community throughout eastern Wake County. We believe that all citizens benefit when our businesses are strong and growing.

Although we are privileged to have a close relationship with many Town staff members, we are not part of Town government and receive no tax dollars. Our primary source of income is the annual dues paid by our member businesses. We strive to offer our members an excellent return on their investment by offering monthly networking opportunities, a monthly electronic newsletter, various

Chamber-only advertising options, and a full range of large-scale annual events. We encourage ALL members to take advantage of Chamber events as a way to meet potential new customers.

In addition, the Chamber serves as the community's resource for local information, including city maps and directories. We mail such materials to folks who are relocating to Zebulon - or pondering a relocation - at no charge. For this reason, we sincerely believe that ALL local businesses should contribute to the Chamber as a vehicle for fostering continued growth.



5K Race

Organization

The Chamber is run by an unpaid Board of Directors who meet monthly to discuss Chamber business. Elections are held in November. Twelve members are elected to rotating three-year terms. In addition, the Board President (chosen by the

Directors) has the option of inviting three additional community members to serve one-year terms. The Board is aided by one full-time Executive Director and one part-time Member Services Coordinator who work at the Chamber building.



Litter Sweep



Awards Banquet



Golf Tournament

What do Ambassadors do?

Because the Chamber is a non-profit venture on a tight budget, the importance of volunteers cannot be overstated. Quite simply, the staff would be unable to plan and carry out all of the Chamber's annual events and other functions without Ambassador assistance.

Ambassadors ensure that all members receive the maximum benefit from their investment. Each Ambassador receives a list of Chamber members who they are expected to contact four times per year - just prior to the annual Awards Banquet (late January), Golf Tournament (1st Wednesday in May), 5K Race

(mid June), and Business Expo (late September.) As an Ambassador, you will receive guidance on making these calls and what is needed for these events from our membership. This is a great opportunity for our Ambassadors to make new contacts, strengthen business relationships, and access a wealth of professional information and resources.

In addition, Ambassadors are encouraged to attend regular Chamber functions whenever possible. These include Business After Hours, Learning Lunch, East Wake WIN (Women in Networking), Business of the Month presentations, and Ribbon Cuttings.



Business Expo