



# AMBASSADOR HANDBOOK



**TAHLEQUAH  
CHAMBER**

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# ABOUT OUR AMBASSADORS



Ambassadors are distinguished volunteers whose primary function is to communicate the Chamber's mission, goals, and programs to members, area businesses, and business professionals.

Ambassadors work for Chamber member organizations, believe in the Chamber's mission, support their community, and provide assistance for several events.

Each Ambassador is entrusted with conveying member needs, questions, and concerns to Chamber staff. Ambassadors play a crucial role in strengthening member communication and retention. Responsibilities include promoting membership, fostering connections among members, and encouraging meaningful participation and involvement in Chamber programs. Ambassadors have the opportunity not only to represent the Chamber but also to connect and engage with other members, local elected officials, and key business stakeholders.

# AMBASSADOR BENEFITS



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## What are the benefits of being a TACC Ambassador?

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- Chamber Ambassadors develop new business contacts in the Tahlequah area while increasing community-wide recognition for themselves and their companies.
- Ambassadors learn new skills working side by side with other talented professionals who work within the Tahlequah area.
- Ambassadors are often publicly recognized at TACC events.
- Ambassadors and their companies will be listed on the TACC website as participating representatives of the TACC Ambassador Team on [tahlequahchamber.com](http://tahlequahchamber.com) under the tab labeled 'The Chamber'.
- Chamber Ambassadors gather for lunch each month at the TACC Monthly Ambassador Networking Luncheon to connect and support each other in the Ambassador duties.



# DUTIES & RESPONSIBILITIES

Engage with 1-3 Chamber Members as a Chamber Ambassador each month.

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Understand, support, and promote the vision and mission of TACC.

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Attend as many ribbon cuttings as possible to meet new Chamber members and network within our community.

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Attend as many TACC events as possible, assist staff when necessary, and engage with our members.

Attend at least 8/12 monthly Ambassador Luncheons on the first Thursday of each month.

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Conduct all business in a reputable and responsible manner.

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Conduct calls and visits to members to ensure TACC is meeting their needs and encourage involvement.

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Represent the TACC with integrity and professionalism, ensuring its reputation is upheld in all interactions and communications.

# AMBASSADOR VOTING

Ambassadors both nominate and vote on:

## Business of the Quarter

Three businesses that have had a significant, long-lasting effect in the community will be chosen as 'Business of the Quarter' every three months. There will be one 'Small', 'Medium', and 'Large' Business as well as one Nonprofit.

## Business of the Year

Three businesses will be chosen as 'Business of the Year' from among the 'Businesses of the Quarter' pool. There will be one 'Small', 'Medium', and 'Large' business as well as one Nonprofit.

## Ambassador of the Year

This award is given to the Ambassador who consistently exceeds the expectations set forth each year. This awardee is consistent in their attendance at ribbon cuttings, events, and monthly meetings and is very involved in all membership aspects.

## Hero of the Year

This award will recognize an individual in the public service industry who has provided exceptional service to the public in Tahlequah in the previous year. The winners may be from the police, fire, EMS, Healthcare, City departments (sanitation, parks and rec, street, etc.), County departments, public education sector, or other public service entities.

## Community Impact Award

One individual will be chosen from within the community that has gone further than anyone else in championing local business, community development and the wellbeing of the citizenry of Tahlequah.

## Entrepreneur of the Year

Must be a chamber member and someone who has opened their business within the last 1-3 years who demonstrates leadership, creativity, and entrepreneurial spirit.



*Your vote counts & our  
member businesses  
count on you!*

# FAQS

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## WHEN DO WE MEET?

Monthly Ambassador meetings will be held on the first Thursday of each month. Ambassadors will be notified via email with a calendar invite of the monthly meeting locations prior to the meeting date and will receive a reminder email on the morning of the meeting as well.

## WHAT ARE THE MEETING OBJECTIVES?

- Foster business & personal relationships among Ambassadors
- Delegate new member touchpoints and retention visits
- Review calendar for upcoming Ambassador activities
- Delegate assignments for upcoming events
- Welcome and mentor new Ambassadors

## WHAT ARE MEMBER RETENTION VISITS?

To help TACC meet the needs of member businesses, Ambassadors are required to participate in member retention calls/visits. These calls/visits enable TACC to identify new members that need support or special attention and to promptly provide this support.

## WHAT ARE REQUIRED CONTACTS?

- Conduct a member checkup call three months after a new member has joined.
- Personally invite this new member business to a TACC function or event within six months of member join date
- Visit this new member business within 9 months of member join date

## WHAT DOES IT COST?

- \$75.00 per fiscal year
- The cost may be prorated for those who join partway through the fiscal year.

## WHAT HAPPENS IF I CAN'T MEET THE DUTIES AND RESPONSIBILITIES

Life gets busy, and we completely understand that. To maintain the quality of our program, we're limiting the number of ambassadors to 40 active members. If you're unable to meet the commitments, you may be removed from the roster to make space for others ready to participate. You're always welcome to rejoin when your schedule allows.

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# OUR CHAMBER TEAM



**NATHAN REED**

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# OUR TOURISM TEAM

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**KATIE CULBERSON**

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# RIBBON CUTTING HIGHLIGHTS





## TACC AMBASSADOR

### COMMITMENT AGREEMENT

As an Ambassador with the Tahlequah Area Chamber of Commerce (TACC), I agree to actively participate in TACC events and provide support to TACC membership. As an Ambassador for TACC, I am an extension of the Chamber to the community. To that end, I commit to fulfill all of the duties and responsibilities, and abide by the code of conduct as listed previously in this handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### Information Contact Sheet

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Business Mailing Address

\_\_\_\_\_

Home Mailing Address

\_\_\_\_\_

Preferred Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Contact

 [www.tahlequahchamber.com](http://www.tahlequahchamber.com)

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# CONTACT US!

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Follow us on our social media platforms to stay connected.

