



**Greater Bellevue Area Chamber of Commerce  
Ambassador Team Handbook  
2021-2022**



## Table of Contents

Table of Contents	Page 2
Ambassador Role	Page 3
Requirements Ambassador Team Membership	Page 4
Ambassador Meetings and Participation	Page 5
Ambassador Executive Committee Officer Selection	Page 6
Ambassador Executive Committee Officer Job Descriptions	Page 7
Ambassador Awards	Page 9
Leave of Absence Request Form	Page 10
Ambassador Monthly Call Sheet	Page 11
Monthly Point Sheet	Page 12
Ambassador Commitment Agreement	Page 13



## **Greater Bellevue Area Chamber of Commerce Ambassador Role and Benefits**

### **DEFINITION OF “AMBASSADOR”**

The Ambassadors are a team of enthusiastic members, who generously give their time, to act as the greeting arm of the BACOC, to ensure that the membership is being served.

The Ambassadors are the public relations and retention assistants of the Greater Bellevue Area Chamber of Commerce (BACOC), a group of business leaders in the community who have made a commitment to volunteer their time and efforts toward developing and maintaining a feeling of goodwill and understanding between the BACOC and business, government, and the community at large.

The Ambassadors Team is self-managed, self-sustained, and self-regulated with the support of the Chamber Staff Liaison (see attached BACOC Board by-laws).

- ❖ Ambassador terms/commitment is for one year.
- ❖ There is a limit of twenty-five (25) Ambassadors.
- ❖ There is a limit of one Ambassador representative from each company member in BACOC.
- ❖ New Ambassadors must be approved by the Executive Committee.
- ❖ Ambassador’s terms are reviewed and approved for renewal by the Ambassador Executive Committee and the BACOC Staff Liaison.
- ❖ There is no limit to the number of years an Ambassador may serve.

### **MISSION**

The Ambassador Team plays a vital role in the BACOC and the community by retaining existing members, recruiting new members, and strengthening the BACOC.

The Ambassador Team helps to create productive working relationships, encourages member involvement, and acts as a catalyst in the BACOC effort to produce a dynamic business climate within the City of Bellevue and the surrounding areas in Sarpy County.

### **BENEFITS OF BEING AN AMBASSADOR**

Working as an Ambassador is an excellent way to expand business contacts as well as network at various BACOC events.

Working as an Ambassador at monthly networking events gives you complimentary admission. Ambassadors not working the event pay admission.

### **BENEFITS TO A BUSINESS PROVIDING AN AMBASSADOR**

High visibility in the business community.



## Greater Bellevue Area Chamber of Commerce Requirements Ambassador Team

### **ELIGIBILITY FOR AMBASSADOR TEAM MEMBERSHIP**

- Active BACOC membership.
- Commit to further the BACOC goals and initiatives and communicate these to the chamber members and the community.
- Participate in at least 60% of the Ambassador responsibilities and functions (as defined in Duties and Responsibilities below) per six month period, throughout the year, to remain active as an Ambassador.

### **DUTIES & RESPONSIBILITIES**

- ❖ Conduct monthly retention and welcome calls to new members to see how the BACOC is meeting their needs, discuss any concerns, and encourage their involvement.
- ❖ Volunteer at and act as official hosts at the BACOC events.
- ❖ Wear Ambassador name badge/pin with business attire to all functions where you are representing the BACOC.
- ❖ Bring business cards to Chamber events.
- ❖ Attend at least five (5) events per year. (examples-Empowerment Breakfast, Wake Up Wednesday, Riverfest, Annual Dinner, Business after Hours, Golf tournament)
- ❖ Attend 2 New Member Orientations/luncheons .
- ❖ Attend an average of two (2) Ribbon Cutting ceremonies a month.
- ❖ Turn in a completed point sheet for prior events and no later than the end of the day of our monthly meeting
- ❖ Develop new members by referring business prospects to the BACOC Membership Sales Team, inviting new members to BACOC functions, and if you know your referral will be attending a function, make an effort to be there and show them around.

### **CODE OF CONDUCT**

- ❖ Conduct business and professional activities in a reputable and responsible manner so as to reflect honorably upon the business community.
- ❖ Respect the reputation, profile and status of the Greater Bellevue Area Chamber of Commerce, and represent the Chamber accordingly.
- ❖ Understand, support and promote the Vision and Mission of the Greater Bellevue Area Chamber of Commerce.
- ❖ Whenever reasonably possible, participate in the functions and activities of the Chamber, and promote the enhancement of business growth within Bellevue Area.



## Greater Bellevue Area Chamber of Commerce AMBASSADOR TEAM MEETINGS &

### **MONTHLY MEETINGS:**

Monthly Ambassador Team Meetings will be held the 3rd Tuesday of each month. If you have any questions please contact the BACOC Staff Liaison at 402-506-6610.

The purpose of the meeting will be to:

- Assign calls for new and existing members.
- Review calendar of upcoming events.
- Sign-up for responsibility at upcoming functions (must select 60% of the month's activities):  
New Member Luncheon, Wake-Up Wednesday, or other events)
- Discuss upcoming functions or other matters pertaining to the BACOC for the purpose of clarification and improvement.
- Clarify Ambassadors' responsibilities.

### **RULES OF PARTICIPATION**

- Complete at least three months of personal active BACOC membership.
- Ambassador's business must be a current member of BACOC.
- One year terms to be reviewed by the Executive Committee.
- Limit of 25 Ambassadors.
- Average 60% participation every six (6) months, to be reviewed by the Executive Committee on a bi-annual basis.
- If 60% is not met, the Ambassador will have the following quarter to increase YTD average in order to remain on Active Ambassador Status.
- Always wear Ambassador name badge to all functions where you are representing the BACOC.
- Submit participation point sheet to the Recording Secretary no later than the end of the day of our monthly meeting.

### **LEAVE OF ABSENCE**

Ambassadors may be granted a Leave of Absence for up to three months during one year term.

Requests for Leave of Absence are to be submitted to the BACOC Staff Liaison for approval.

Requests should include: date leave of absence to start, reason and date expected to return and should be submitted on the form provided in this package.

Returning to Active Ambassador Status will be based upon the availability within the 25 member group.



## Greater Bellevue Area Chamber of Commerce Ambassador Executive Committee Officer Selection

### **AMBASSADOR EXECUTIVE COMMITTEE**

- The Ambassador Executive Committee recommends policy and procedures for the Ambassador team, as approved by the BACOC.
- The Ambassador Executive Committee of the BACOC will consist of: President, Vice-President, Recording Secretary, and Mentor for Prospective Ambassadors.
- The Ambassador Executive Committee will meet quarterly at the BACOC offices to review performance of Ambassadors-in-Training (minimum 3 three months), confirm new Ambassadors, discuss overall performance of the Ambassadors, and set policies and procedures.

### **OFFICER SELECTION**

- The office of Ambassador President will be filled by a member of the current Executive Committee or a previous member of the Executive Committee to ensure that the President position is always filled by someone who has served at least one year on the Executive Committee to recommend policy and procedures for the Ambassador group, as approved by the BACOC.
- All nominees for the Executive Committee offices of Vice-President, Recording Secretary, and Mentor for Prospective Ambassadors must have been active members of the Ambassador Team for at least six months.
- Members of the Ambassador Team will submit, by e-mail to the BACOC Staff Liaison, the names of nominees for the offices of President, Vice-President, Recording Secretary, and Mentor for Prospective Ambassadors in June prior to the monthly Ambassador meeting.
- The nominees will be contacted by the BACOC Staff Liaison for an interview with the Executive Committee.
- The Executive Committee will propose a slate of candidates to the Ambassador Team prior to the July Ambassador Team meeting.
- The Ambassador Team will vote by email or written ballot and returned in a postage prepaid envelope to the BACOC Staff Liaison.
- The Executive Committee officers will be announced at the September Ambassador meeting.
- The Officers of the Ambassador Executive Committee will assume their responsibilities on October 1.



## **Greater Bellevue Area Chamber of Commerce Ambassador Executive Committee Officer Job Descriptions**

### **PRESIDENT**

The President will:

1. Provide leadership to the Ambassador Team.
2. Serve on the Ambassador Executive Committee to recommend policy and procedures for the Ambassador group, as approved by the BACOC.
3. Prepare monthly Ambassador Team meeting agenda and Ambassador Executive Committee meeting agenda (with the BACOC Staff Liaison).
4. Facilitate Ambassador Team Meetings and Ambassador Executive Committee meetings.
5. Introduce Ambassador of the Month at the Monthly Chamber Breakfast.
6. Assume leadership at ribbon cutting when the BACOC Staff Liaison cannot attend.
7. Collect business cards from Ambassadors at each Ribbon Cutting, include in the Welcome note card, and give the ribbon and note card to the Owner of the Business.
8. Attend as many Ambassador commitments as possible and will submit points to the Recording Secretary, for the sole purpose of fulfillment of Ambassador Team Commitment.
9. Actively recruit potential new Ambassadors.

### **VICE- PRESIDENT**

1. Must be an active Ambassador for at least one full year.
2. Must be prepared to assume temporary duties of the President, including leadership at ribbon cutting when the BACOC Staff Liaison and President cannot attend.
3. Serve on the Ambassador Executive Committee to recommend policy and procedures for the Ambassador group, as approved by the PDACC.
4. Take minutes in the absence of the Recording Secretary.

### **RECORDING SECRETARY**

1. Must be an active Ambassador for at least six months.
2. Must be prepared to assume temporary duties of the President, including leadership at ribbon cutting when the BACOC Staff Liaison, President and Vice-President, cannot attend.
3. Serve on the Ambassador Executive Committee to recommend policy and procedures for the Ambassador group, as approved by the BACOC.
4. Record minutes at the Ambassador and Ambassador Executive monthly meetings and submit minutes to the BACOC Staff Liaison.
5. E-mail minutes to the Ambassador Team.



## **Greater Bellevue Area Chamber of Commerce Ambassador Awards**

### **AMBASSADOR SPOTLIGHT OF THE MONTH**

An Ambassador of the month shall be highlighted at our monthly meeting, picked by the Board based on performance in the community.

### **AMBASSADOR OF THE YEAR**

1. The Ambassador of the Year Award is a Special award for outstanding service to the BACOC.
2. The Ambassador of the Year will be awarded at the Annual BEEF/Chamber Dinner and will be featured in Bellevue First with photo and name of company.
3. Criteria include:
  - ❖ Being committed to and fulfilling the goals and objectives of the BACOC and the Ambassadors.
  - ❖ The total number of points earned by participation in monthly activities and duly reported. (See Rules of Participation)





**Greater Bellevue Area  
Chamber of Commerce  
Leave of Absence Request**

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

Date Leave to Start: \_\_\_\_\_

Date Leave to End: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ambassador Signature

\_\_\_\_\_  
Date

Complete form and email request to the Bellevue Chamber Staff Liaison:  
Email: [membership@bellevuenebraska.com](mailto:membership@bellevuenebraska.com)

Decision: \_\_\_\_\_



## Greater Bellevue Area Chamber of Commerce Ambassador Call Sheet

Member Firm: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1) Why did you join the Chamber? _____<br>Since joining has the Chamber met your expectations?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, why not? How can we help you? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you receiving the Business to Business Newsletter (B2B)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Have you attended a New Member Induction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Do you visit the Chamber's website? ( <a href="http://www.bellevuenebraska.org">www.bellevuenebraska.org</a> )                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Have you provided the Chamber with a business description for the website?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, please e-mail a 200-character description to <a href="mailto:membership@bellevuenebraska.com">membership@bellevuenebraska.com</a> . |                          |                          |
| 6) Are you receiving the Chamber E-Newsletter?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If not what is your email address? Remember, the Chamber does not share addresses.<br>_____   |                          |                          |
| 7) Have you received a certificate? Is it displayed at your business?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Have you or a member of your staff attended any Chamber Events?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Do you think being involved in a weekly lunch networking group would benefit you?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Are you part of a Chamber committee?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, would you be interested in being involved?  | <input type="checkbox"/> | <input type="checkbox"/> |

(Government Affairs, Golf Tournament, Economic development, Business Expo, or Ambassador Committee)

11) How can the Chamber better serve your business interests? \_\_\_\_\_  
\_\_\_\_\_

12) The next networking event is: \_\_\_\_\_

13) Do you know a business that would benefit from a Chamber membership?

14) Please provide a logo in JPG format for our membership directory.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ambassador Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Greater Bellevue Area Chamber of Commerce Ambassador Point Sheet

Name \_\_\_\_\_ Meeting Month: \_\_\_\_\_

Points

Attend Chamber sponsored luncheons	50 pts per visit	
<b>Assigned</b> telephone visit – Use call sheets-phone or visit to welcome- due end of day Friday	50 pts	
<b>Refer</b> new member to Chamber (must be verified in writing by BACOC Staff Liaison) Name of business:	50 pts per referral	
Referral becomes <b>new member</b> Name of business:	200 pts upon joining	
<b>Attend</b> grand opening/ribbon cutting/Empowerment Breakfast/groundbreaking <b>(Please attend at least 2)</b> 1. 2. 3.	100 pts each	
Get or donate <b>door prize</b> for Bellevue Chamber mixer/other event	50 pts per prize	
<b>Work</b> Greater Bellevue Area Chamber or sponsor event (minimum 1 hour) (Golf Tournament, Expo, Riverfest ,Annual Dinner) 1. 2.	100 pts per hour	
<b>Work</b> quarterly luncheons (registration table, Emcee)	50 pts per event	
Attend <b>Wake-Up Wednesday</b> or <b>Business after Hours Event</b> or <b>Bellevue Offutt Rising Professional Event (BORP)</b>	100 pts each	
Bring Guest to any Event	100 pts each	
Attend monthly <b>Ambassador Team meeting</b>	100 pts	

	<b>POINT TOTAL</b>
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Please email sheets to Recording Secretary, Wendy Walker [wendy.walker@cobaltcu.com](mailto:wendy.walker@cobaltcu.com) or point sheets are due by end of day on the day of meeting.



## Greater Bellevue Area Chamber of Commerce Ambassador Commitment Agreement

As an Ambassador with the Greater Bellevue Area Chamber of Commerce (BACOC), I agree to actively participate in BACOC activities, providing support to BACOC and its members.

As an Ambassador for the BACOC, I am an extension of the Chamber to the community. To that end, I commit to:

- ❖ further the BACOC goals and initiatives and communicating these to the Chamber members.
- ❖ average 60% participation every six (6) months, to be reviewed on a bi-annual basis, to remain on Active Ambassador Status.
- ❖ diligently complete new member and retention calls on a monthly basis and faxing the written call form to the BACOC Staff Liaison (402-504-9774).
- ❖ wear Ambassador name badge with business attire to all functions where I am representing the BACOC.
- ❖ attend at least five (5) Mixers per year.
- ❖ attend at least two (2) New Member Orientations/Luncheons per year.
- ❖ attend an average of two (2) Ribbon Cutting ceremonies a month.
- ❖ submit a completed point sheet by the end of day of our monthly meeting.

My signature below indicates my agreement to meet the participation requirements of the Ambassador program. If I fail to meet the guidelines, I understand that I will forfeit my privilege of being an Ambassador.

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

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

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For the BACOC

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Signature: Ambassador President

Date

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Signature: BACOC Staff Liaison

Date