



Oroville Area Chamber of Commerce Ambassador Guidelines

The Oroville Area Chamber of Commerce (OACC) Ambassadors is a group of business leaders committed to assisting the OACC fulfill its mission of building a strong, vital business community. The Ambassador program is a premier business-networking program and the Ambassadors are the backbone of the OACC volunteer force. The goal of Ambassadorship is to foster positive relationships between the OACC and the community. Ambassadors engage with all OACC members and the Oroville community on behalf of the OACC. Ambassadors mentor new members through the first year of membership and help connect new members to the OACC, its benefits and activities. Ambassadors invite active participation in, robust use of the opportunities the OACC provides and work to promote local businesses. The Ambassadors are the front line for customer contact ensuring that OACC members are receiving the maximum benefit from their membership. The Ambassadors will be assigned a list of active OACC members to whom they will provide support and regular communication. The goal is to provide a personal connection between the Ambassadors and our community.

The Ambassador Committee meets the second Wednesday of every month. The purpose of the monthly meetings is to build cohesiveness and camaraderie among Ambassadors, convey important information to the Ambassadors about OACC activities, functions and projects.

The OACC Ambassadors operate under the authority of the Board of Directors and the overall management of the OACC staff. All financial transactions for the Ambassador program are handled by OACC staff. While the Ambassadors are responsible for supporting members, the Ambassadors cannot independently establish financial accounts or expenditures.

Committee Guidelines:

- Understand and support the OACC purposes, objectives and rules.
- Obtain approval for all committee activities including budget requests from OACC staff prior to the commitment/execution of said activity.
- Only make commitments that will be kept, if a problem arises:
 - Communicate immediately with the person to whom you made the commitment
 - Work with that person and the OACC staff to resolve



Ambassador candidates must meet the following minimum eligibility criteria:

1. Make commitment of time and effort toward OACC program goals
2. Exhibit professionalism and appropriate conduct in all OACC activities
3. Ambassadors will be assigned OACC members that they will provide support to and must communicate with their assigned members to attend OACC functions.
4. Applicants must be members in good standing of the OACC
5. Must commit to attending a majority of all OACC Events
6. Must commit to attending a majority of Ambassador meetings. Ambassadors who miss three (3) consecutive meetings will become inactive. If four (4) meetings are missed, the Ambassador will be removed from active status.
7. The Ambassadors must execute the OACC mission of improving the business climate and quality of living within our region.
8. Willing to assist with Non-OACC Events, i.e., Salmon Festival, Feather Fiesta Days, etc.
9. Must demonstrate command of interpersonal skills

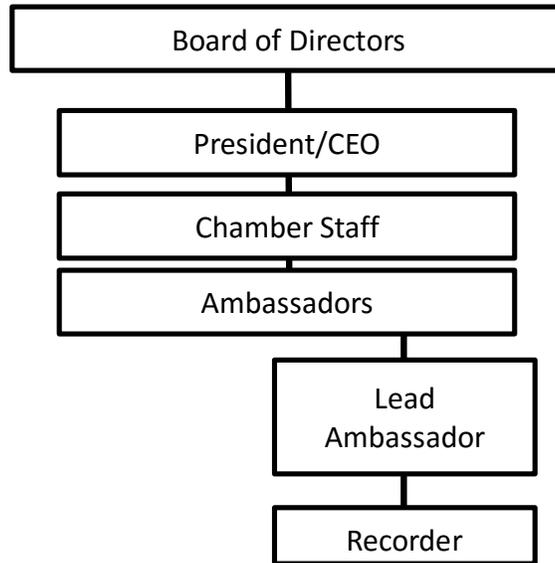
The OACC Board will elect a Lead Ambassador and Recorder. The Lead Ambassador will be required to attend the monthly meetings of the OACC Board of Directors. Ambassadors are to meet as a team once a month and commit to attending OACC Events as often as possible. Ambassadors are expected to perform tasks on behalf of the OACC in a positive and constructive manner.

The OACC reserves the right to release an Ambassador who does not achieve their Activity Goals or whose conduct is deemed inappropriate.

The greatest return for being an Ambassador is the development of a rich network of business associates, friends and acquaintances and will earn public recognition for doing so. As an Ambassador accomplishes the items listed below, the Recorder will assign points to those activities. A minimum of 30 points per quarter will be necessary to maintain active participation in the Ambassador Program and the Ambassador with the most points will be recognized as the Ambassador of the Year at the OACC Annual Dinner.



Organizational Chart of the OACC



Points Activity Chart

Activity	Points
Attend OACC Ambassador Meeting	10
Attend OACC Mixer	5
Attend OACC Annual Dinner	10
Making all assigned contacts (bi-annually)	20
Sign-up a new OACC member	10
Working approved Non-OACC Events	5
OACC Event Reminder Calls	10
Attend OACC Ribbon Cuttings	5
Recruit New Ambassador/s	10
Participate in monthly Business Walks	5