



Washington Chamber Ambassadors

205 West Main Street ▪ Washington, IA 52353 ▪ www.chamber.washingtioniowa.org

The Chamber Ambassadors serve as representatives of the Chamber and goodwill ambassadors welcoming new businesses to the area and making our special events possible. This group represents the Washington community and the surrounding area and are goodwill “ambassadors” for the local Chamber of Commerce. Ambassadors are usually the most outgoing, proactive employees in their company. They project a positive image for the company they represent and for the Chamber. Ambassadors perform a wide variety of duties in the communities the Chamber promotes, but their main function is to help promote the Chamber of Commerce and make the Chamber events successful and enjoyable for everyone! Join the Washington Chamber Ambassadors and show your support for the local businesses and organizations.

Name: _____ Date: _____

Title: _____

Employer: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Fax: _____ Birthday: _____

Membership Overview:

1. Participate in scheduled events during business hours, including ribbon cutting ceremonies, ground breaking ceremonies, open houses, new owners, new business locations and after business hours Alive After 5's. Ambassador dues are \$25 per year.
2. Be an active member of the Washington Chamber of Commerce.
3. All efforts need to be made to attend as many events as possible.
4. Attend Quarterly Meetings
5. Will purchase an Ambassador nametag to be worn during Chamber Ambassador Events. Purchase at Custom Impressions by calling 653-7224.
6. Each Ambassador is responsible for purchasing or renting a blazer from the Chamber to be worn at Ambassador events.

_____ I would like to rent a jacket for \$10 a year.

_____ I would like to purchase a jacket for the one time cost of \$125.

_____ I have seen the sizing chart and this is the size I am requesting _____.

For internal office use only:

- Ambassador (Shared) Gmail _____ Invoice _____ Welcome Email w/Spotlight Sent _____
 Scanned _____ Spotlight Returned _____ Spotlight Entered in Google Doc _____
 Jacket _____

WASHINGTON AMBASSADORS BY-LAWS

A. PURPOSE

1. To be the official welcoming committee for the city, county and state events as an extension of the Washington Chamber of Commerce.
2. To create goodwill with enthusiasm and hospitality.
3. To relate pertinent information in regard to our city, county and state.
4. To call, as a group, on new businesses, dedications of community projects. We will call on business anniversaries (10, 15, 20, 25 etc.). We will not visit new managers of any business. We will visit businesses when they have an expansion or move to a new location per Ambassador Officer discretion.
5. The Chamber staff will make the necessary arrangements for each Ambassador call- i.e. new business, visitor, etc.

B. ELIGIBILITY AND QUALIFICATIONS

1. Ambassadors shall represent all segments of the population.
2. Honorary Ambassadors shall be Ambassadors who are no longer able to maintain an active status and have requested to be placed on the honorary rolls.
3. Any one chamber membership shall have a maximum of three Ambassadors.
4. Each Ambassador shall represent a member of the Chamber.

C. ELECTION OF OFFICERS

1. There will be an annual meeting called by the Ambassador President, in January if available, for the election of officers and any other business. New officers will assume their duties immediately following the annual meeting.

D. DUTIES OF OFFICERS

1. Officers shall have the authority to call special meetings.
2. The named representative may attend the monthly Chamber Board meetings as a representative of the Ambassadors.

E. REQUIREMENTS

1. Each Ambassador should be expected to make all calls possible, with the understanding that they are not to actively promote a competing business during this time.
2. Any expenses occurred will be handled by each individual Ambassador. There will be a \$25.00 assessment each year for both active and honorary Ambassadors.
3. Promote a positive relationship with the Chamber.
4. Disregarding requirements will be a reason for discontinuation of Ambassador membership.

F. APPAREL

1. Ambassador apparel shall consist of a blazer.
2. The cost incurred in obtaining an Ambassador Jacket and Badge is the responsibility of the Ambassador. If a jacket is available due to a resignation it can be purchased by or loaned to the new Ambassador. A jacket may be purchased for \$125 or rented for an annual \$10 rental fee.
3. Ambassador apparel shall be worn only for Ambassador calls.

G. EXCEPTIONS

1. An exception to any of the rules can be presented by an officer at a quarterly meeting. Exceptions can be approved or rejected by a majority vote of Ambassadors in attendance.

REVISED: 2025