



# Greater Austin Hispanic Chamber of Commerce Ambassador Program 2012

## Application Instructions

To submit your application for the 2012 Ambassador Program, complete the subsequent pages in their entirety and send the application as an attachment, along with the additional attachments listed below, to Angelica M. Fox at [afox@gahcc.org](mailto:afox@gahcc.org). Applications will only be accepted via email.

**Your full application will include the following email attachments:**

- Completed application form (this document)
- Current resume
- Letter of recommendation
  - Sent from the email account of the person making the recommendation or can be submitted electronically on pdf format.
- Second letter of recommendation (if applicable)
  - Sent from the email account of the person making the recommendation

### Letters of Recommendation

Each application must be accompanied by one and not more than two letters of recommendation. These letters should be submitted in PDF or read-only format via email to [afox@gahcc.org](mailto:afox@gahcc.org) and must be sent from the email account of the person making the recommendation. Please have the letters addressed to Angelica M. Fox GAHCC, Membership Director. Letters must be received in the Greater Austin Hispanic Chamber of Commerce office on or before the application due date.

### Program Requirements

1. Each candidate for the Ambassador program **MUST** be an employee or owner of a Chamber member business in good standing for a minimum of **6** months. Each member of the Chamber may only have one representative serving as an Ambassador, with no exceptions. An Ambassador who changes jobs or whose company drops their membership has 30 days from the occurrence to remedy the situation. After 30 days, the Ambassador will be dropped from the program.
2. **All members of this Program should be in a position to have some autonomy in the use of his/her time in the execution of their Ambassador duties or have management approval to actively participate within the Program.**
3. When communicating with Chamber members, an Ambassador is expected to represent the Chamber first and foremost and their company second. (eg., avoid conflict of interest)
4. Each Ambassador commits to a term of one year – February through December. If an Ambassador joins mid-year that term will expire in December.
5. Ambassadors may be asked to assist the Chamber with additional retention efforts.



# Greater Austin Hispanic Chamber of Commerce

## Ambassador Program 2012

| PERSONAL INFORMATION                                                                                                                                                                                                                                           |                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Name:                                                                                                                                                                                                                                                          | Company Name:                                                                                            |
| Title:                                                                                                                                                                                                                                                         |                                                                                                          |
| Address:                                                                                                                                                                                                                                                       |                                                                                                          |
| City, State, Zip Code:                                                                                                                                                                                                                                         |                                                                                                          |
| Work Phone Number:                                                                                                                                                                                                                                             | Fax Number:                                                                                              |
| Alternate Phone Number:                                                                                                                                                                                                                                        |                                                                                                          |
| Email Address:                                                                                                                                                                                                                                                 | <b>GAHCC Member?</b><br><input type="checkbox"/> Yes      How long: _____<br><input type="checkbox"/> No |
| QUESTIONNAIRE                                                                                                                                                                                                                                                  |                                                                                                          |
| Answers are weighed heavily by the Selection Committee. Thoughtful attention to the answers questions will indicate your interest in and the experience with community leadership. <b>Please limit your answer to each question to approximately 50 words.</b> |                                                                                                          |
| Please list any GAHCC Committees you have served on, if any, during the past 1 or 2 years:                                                                                                                                                                     |                                                                                                          |
| Please list three reasons for wanting to serve as an Ambassador:                                                                                                                                                                                               |                                                                                                          |
| What skills/areas of expertise can you contribute to the Ambassador Program?                                                                                                                                                                                   |                                                                                                          |
| How do you think you could contribute to the Ambassador Program?                                                                                                                                                                                               |                                                                                                          |



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## ADDITIONAL INFORMATION

How did you hear about the Ambassador Program? Check all that apply.

- GAHCC Website
- GAHCC Board Member
- GAHCC Member
- Previous GAHCC Ambassador
- GAHCC Social Media Site
- GAHCC Event

## PROGRAM OVERVIEW

The Greater Austin Hispanic Chamber Ambassadors are the goodwill “arm” of the Chamber and thus are charged with extending the hand of friendship to new, current and future members alike. The Ambassadors promote retention by assisting members in maximizing their Chamber membership, welcoming new members and attending ribbon cuttings and other Chamber events overall. The Chamber also relies on the Ambassadors to serve as a communication link between the Chamber and its members by relaying information to and from members, identifying member concerns, and garnering support for the Chamber.

## PROGRAM REQUIREMENTS

1. Each candidate for the Ambassador program MUST be an employee or owner of a business that is a GAHCC member in good standing for a minimum of **6** months.
2. Each member of the Chamber may only have one representative serving as an Ambassador, with no exceptions. An Ambassador who changes jobs or whose company drops their membership has 30 days from the occurrence to remedy the situation. After 30 days, the Ambassador will be dropped from the program.
3. **All members of this Program should be in a position to have some autonomy in the use of his/her time in the execution of their Ambassador duties or have management approval to actively participate within the Program.**
4. When communicating with Chamber members, an Ambassador is expected to represent the Chamber first and foremost and their company second. (eg., avoid conflict of interest)
5. Each Ambassador commits to a term of one year – February through December. If an Ambassador joins mid-year that term will expire in December.
6. Ambassadors may be asked to assist the Chamber with additional retention efforts.
7. Ambassadors are required to attend 80% of the Ambassador Monthly Meetings. 2 consecutive unexplained absences are subject to cause dismissal.

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Signature

Date