

Greater Austin Hispanic Chamber of Commerce

Ambassador Program

Application Instructions

To submit your application for the Ambassador Program, complete the subsequent pages in their entirety and send the application as an attachment, along with the additional attachments listed below, to kramirez@gahcc.org. Applications will only be accepted via email. **Incomplete applications will not be considered.**

Your full application will include the following email attachments:

- Completed application form (this document)
 - Electronic signature acceptable
- Current resume
- Letter of recommendation
 - sent from the email account of the person making the recommendation
- 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 kramirez@gahcc.org and must be sent from the email account of the person making the recommendation. Please have the letters addressed to Karlie Ramirez, GAHCC Ambassador Liaison.

Program Requirements

1. Each candidate for the Ambassador program **MUST** be a Chamber member in good standing. 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 (e.g., avoid conflict of interest).
4. The Ambassador term shall run from January through December. All Ambassadors may re-apply to the program subsequently in November.

Other duties include, but are not limited to:

- Staying informed of Chamber monthly events and programs.
- Acting as a liaison between the membership and the GAHCC staff regarding events and needs.
- Attending GAHCC and non-GAHCC events and volunteer opportunities to promote GAHCC

Program benefits include, but not limited to:

- Ambassadors are recognized and asked to briefly introduce themselves at most Chamber networking-focused initiatives, such as our Power Networking Breakfasts
- Receive preferred rates for Chamber Events
- Ambassador of the Year recognized at CELEBRANDO Austin (800 + attendees) and receives Hispanic Austin Leadership (HAL) scholarship

Spotlight Speakers

During each monthly meeting, Ambassadors are given the opportunity to address fellow Ambassadors about their company. In the past, Ambassadors would bring any marketing materials about their company to hand out to the group. This is an opportunity to promote yourself and your company; there are options to promote other organizations that you may be involved in.

Dismissal Policy

Once accepted into the Program, Ambassadors are expected to understand and agree to the outlined program requirements and expectations. An Ambassador who does not fulfill the minimum required monthly expectations may be subject to dismissal from the Program. Prior to any dismissal, Ambassador will receive written and/or verbal notification from Ambassador Chair. Upon failure to achieve minimum expectations following warning notification, official notice of dismissal will be issued.

Greater Austin Hispanic Chamber of Commerce

Ambassador Program

MONTHLY SCHEDULE

All monthly meetings will be held on the 2nd Wednesday of the month from 11:30 a.m. – 12:30 p.m.

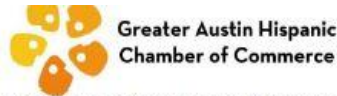
Locations to be determined.

- March 8, 2017
- April 12, 2017
- May 10, 2017
- June 14, 2017
- July 12, 2017
- August 9, 2017
- September 13, 2017
- October 11, 2017
- November 8, 2017
- December 13, 2017

Locations and lunch voluntarily sponsored by Ambassadors

Greeting and Networking

Our main duty is arriving early to greet members/guests and assist admin and membership with check-in at all GAHCC events. Ambassadors should have brochures with membership pricing readily available to provide to prospective members. See membership grid below.



Our mission at the Greater Austin Hispanic Chamber of Commerce is to build our members' personal, business, educational and financial wealth. Our vision is to be the center of excellence for businesses and entrepreneurs in the Central Texas Hispanic market.

Small Business Membership Levels	\$800	\$600	\$400	\$200	\$125 (individual)
"GAHCC Proud Member" Certificate and Decal	✓	✓	✓	✓	✓
<i>Member Highlight</i> Featured on GAHCC e-blast	✓				
Banner Ad on GAHCC Website (30 days)	Homepage w/ Link	Membership Page w/ Link			
Member Business Directory Listing on GAHCC Website	Logo with Link	Logo	Company Name	Company Name	Individual Name
GAHCC Representation at Ribbon Cutting (30-day notice required)	✓	✓			
Power Networking Breakfasts Number of Complimentary Admissions (per year)	8	6	4	2	2
Number of Social Media Posts on the following GAHCC page of your choice: Facebook, Twitter or Google+	4	3	2	1	
Opportunity to Display Company Marketing Materials	Power Networking Breakfasts	Power Networking Breakfasts	GAHCC Office	GAHCC Office	
Business Referrals	✓	✓	✓	✓	
Membership to United States Hispanic Chamber of Commerce (USHCC) / www.usbcc.com -Discounted registration to both USHCC Annual Legislative Summit and National Annual Convention	✓	✓	✓	✓	✓
Membership to Texas Association of Mexican American Chambers (TAMACC) www.tamacc.org -Discounted registration to TAMACC events, including matchmaking and business seminars	✓	✓	✓	✓	✓
Opportunity to Post Jobs on GAHCC Website	✓	✓	✓	✓	
Discounted Rates at GAHCC Events: CELEBRANDO Austin, Capital of Texas Awards, Technology Symposium, Power Networking Breakfasts, Hispanic Austin Leadership Graduation, etc.	✓	✓	✓	✓	✓

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PERSONAL INFORMATION	
Name:	Company Name:
Title:	
Address:	
City, State, Zip Code:	
Work Phone Number:	Fax Number:
Alternate Phone Number:	
Email Address:	GAHCC Member? <input type="checkbox"/> Yes How long: _____ <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. Please limit your answer to each question to approximately 50 words.	
Please list any GAHCC Committees you have served on, if any, during the past 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?	
Prior Membership and/or offices held on other Civic or Cultural Boards and/or Commissions (past and present):	

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ADDITIONAL INFORMATION

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

- GAHCC Website GAHCC Event GAHCC Social Media Site
- GAHCC Board Member GAHCC Member Previous GAHCC Ambassador
- I am currently an Ambassador

PROGRAM OVERVIEW

The Greater Austin Hispanic Chamber of Commerce Ambassadors are the “face” of the Chamber and thus are charged with extending the hand of friendship to new, current, and future members. The GAHCC Ambassadors promote retention by assisting members in maximizing their Chamber membership, welcoming new members, and attending ribbon cuttings and other Chamber events. 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 BENEFITS

- Ambassadors are recognized and asked to briefly introduce themselves at chamber events
- Receive preferred rates for Chamber Events
- Opportunity to grow networking circle at all Chamber Events

Ambassador of the Year:

- Will receive Ambassador of the Year Recognition at the Annual Celebrando Gala (1,000+ attendees)

PROGRAM REQUIREMENTS

- Each candidate for the Ambassador program **MUST** be an employee or owner of a Chamber member business in good standing
- 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.
- **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.**
- 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)
- Each Ambassador commits to a term of one year – January through December. If an Ambassador joins mid-year that term will expire in December.
- Ambassadors may be asked to assist the Chamber with additional retention efforts. Including but not limited to Membership Drives, and Celebrando Austin.

Applicant Signature:

Date: