



# Ambassador Handbook

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# ABOUT OUR Ambassadors



Ambassadors are prestigious volunteers whose primary function is to communicate the Chamber's mission, goals, and programs to members, area businesses, and business professionals.

Ambassadors work for Chamber member organizations, believe in the Chamber's mission, support their community and provide assistance for many activities and events.

Each Ambassador is charged with conveying member needs, questions, and concerns to Chamber staff. Considered the goodwill arm of the Chamber, Ambassadors play an essential role in member communication and retention by actively promoting membership, facilitating networking among members, and encouraging meaningful participation and involvement in Chamber programs in order to enhance membership benefits. Ambassadors have an opportunity to not only represent and promote the Chamber, but also to connect and engage with other members, local elected officials and key business stakeholders, while also promoting their own business.



# Ambassador Benefits



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## What are the benefits of being a TACC Ambassador?

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- Chamber Ambassadors develop new business contacts in the Tahlequah area while increasing community-wide recognition for themselves and their companies.
- Ambassadors learn new skills working side by side with other talented professionals who work within the Tahlequah area.
- Ambassadors are often publicly recognized at TACC events.
- Ambassadors and their companies will be listed on the TACC website as participating representatives of the TACC Ambassador Team on [tahlequahchamber.com](http://tahlequahchamber.com) under the tab labeled “The Chamber “.
- Chamber Ambassadors are provided a free lunch each month at the TACC Monthly Ambassador Networking Luncheon.

# Duties & Responsibilities

Spend an average of 1-3 hours of each month on TACC Ambassador activities

Attend a monthly Ambassador Luncheon on the first Thursday of each month

Engage with members at Ribbon Cuttings, Groundbreakings, or other TACC events

Conduct calls and visits to current members to ensure TACC is meeting their needs, discuss their concerns, and encourage involvement in TACC events

Understand, support, and promote the vision and mission of TACC

Attend TACC events and assist staff when necessary

Conduct business and professional activities in a reputable and responsible manner

Respect the reputation of the Tahlequah Area Chamber of Commerce and represent TACC accordingly

# Ambassador VOTING

Ambassadors both nominate and vote on

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## Business of the Quarter

Three business will be chosen as "Business of the Quarter" every three months. There will be one "Small", "Medium", and "Large" Business as well as one Nonprofit.

## Business of the Year

Three business will be chosen as "Business of the Year" from among the "Businesses of the Quarter". There will be one "Small", "Medium", and "Large" Business as well as one Nonprofit.



## Volunteer of the Year

One individual will be chosen from among those that volunteer in Chamber work: Ambassadors, Committee Members, etc.

## Hero of the Year

One individual will be chosen from among local first responders and front-line medical staff.

## Community Champion of the Year

One individual will be chosen from within the community that has gone further than anyone else in championing local business, community development and the wellbeing of the citizenry of Tahlequah.

*Your vote counts &  
our member businesses  
count on you!*

# FAQS

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## 01. When do we meet?

Monthly Ambassador meetings will be held the first Thursday of each month. Ambassadors will be notified via email with a calendar invite of the monthly meeting locations prior to the meeting date and will receive a reminder email on the morning of the meeting as well.

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## 02. What are the meeting objectives?

- Foster business & personal relationships among Ambassadors
- Delegate new member touch point and retention visits
- Review calendar for upcoming Ambassador activities
- Delegate assignments for upcoming events
- Welcome and mentor new Ambassadors

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## 03. What are Member Retention visits?

To help TACC meet the needs of member businesses, Ambassadors are required to participate in member retention calls/visits. These calls/visits enable TACC to identify new members that need support or special attention and to promptly provide said support.

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## 04. What are Required Contacts?

- Conduct a member checkup call three months after member join date
- Personally invite new member business to a TACC function or event within six months of member join date
- Visit new member business within 9 months of member join date

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## 05. What does it cost?

- \$75.00 per fiscal year
- The cost may be prorated for those who join part way through the fiscal year.

# Our Chamber Team



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# Our Tourism Team

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**Alex McBride**  
MARKETING MANAGER  
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# Ribbon Cutting HIGHLIGHTS





## TACC AMBASSADOR

### COMMITMENT AGREEMENT

As an Ambassador with the Tahlequah Area Chamber of Commerce (TACC), I agree to actively participate in TACC events and provide support to TACC membership. As an Ambassador for TACC, I am an extension of the Chamber to the community. To that end, I commit to fulfill all of the duties and responsibilities, and abide by the code of conduct as listed previously in this handbook.

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

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

#### Information Contact Sheet

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Business Mailing Address

\_\_\_\_\_

Home Mailing Address

\_\_\_\_\_

Preferred Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Contact

 [www.tahlequahchamber.com](http://www.tahlequahchamber.com)

 918-456-3742

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# Reach out!



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