



Metropolitan Business Association of Orlando

### **Ambassador Program Guidelines**

#### **I. Purpose.**

The Ambassadors are frontline member representatives of the MBA. The Ambassadors Program has four main objectives:

1. Social Interaction – Ambassadors will meet and greet current, new and prospective members at the Metropolitan Business Association of Orlando (MBA) related networking and social functions.
2. Service Role – Ambassadors serve as the eyes and ears of the MBA. Ambassadors shall regularly contact (either visit or call) existing MBA members at their place of business. The purpose of the visit (or phone call) is to provide personal interaction, feedback and suggestions to the MBA Board and give the members active involvement.
3. Educational Roles – Ambassadors will be familiar with the MBA mission statement, available programs and activities and staff and Board members in order to provide member to member and member to prospective member education and information.
4. Recruitment and Recognition – Ambassadors will assist the MBA in achieving membership goals. In addition to recruitment, ambassadors will assist in the recognition of individuals and companies that have a positive influence in our community.

#### **II. Meetings**

The MBA Ambassadors will meet regularly on the third Tuesday of each month between 4:00 and 5:00 pm at the MBA offices, 11 N. Summerlin Avenue, Suite 210. If needed, attendance may be conducted by conference call. Ambassadors will be notified of any changes in meeting schedule and/or location.

#### **III. Qualifications**

Ambassadors shall operate under the MBA Membership Director, and shall meet the following minimum qualifications:

1. Ambassadors must be MBA members in good standing.

2. The Ambassador Program will be limited to not more than 12 Ambassadors. Normally only one Ambassador shall be from the same business membership unless approved. An Ambassador's term is limited to 2 terms of two consecutive years. An Ambassador must reapply to be considered for a second 2 year term.
3. Ambassadors will be required to attend 75% of regularly-scheduled Ambassador meetings.
4. Ambassadors are representatives of the MBA and shall present themselves in a positive and professional manner at all MBA events.
5. Each Ambassador will meet with at least 3 other members each month.
  
6. Ambassadors are encouraged to attend and participate in MBA monthly networking mixers, After Hours events, Ribbon Cuttings, Community meetings and will serve as greeters of guests and other members.
7. Ambassadors must attend and/or volunteer at at least 1 of the MBA's signature events per year and must volunteer at three of the MBA's other events. Participating events include Monthly Mixers, auctions, parades, Ribbon Cuttings and any other MBA Sponsored events.

#### **IV. Officers of the Ambassador Program**

- a. Chair - Oversees the activities of the Ambassador Program, runs Ambassador meetings, provides reports to the MBA President as requested and other duties as requested by the MBA leadership team. The term of the Chair is limited to one year. The Chair must have served at least one year as an Ambassador before holding the Chair position.
- b. Co-Chair - Assists the Chair in activities of the MBA Ambassador Programs and runs the Ambassador Meetings in the absence of the Chair. Term is limited to one year. In order to promote continuity, the Co-Chair will automatically become the Chair the following year. The Co-Chair must have served at least one year as an Ambassador before holding the Co-Chair position.
- c. Secretary - Takes minutes and reports at meeting. Maintains records of original meeting minutes. Term is for one year but may be extended by mutual consent.
- d. Past Chair - Serves one additional year and helps the Chair with transition.

#### **V. Quorum**

A quorum is required for voting purposes. A quorum consists of one half of the currently serving Ambassadors plus one.

#### **VI. Alumni Ambassadors**

After an Ambassador has served his/her term, he/she will be given Alumni status. Alumni Ambassadors will be invited to attend Mixers and other MBA events as needed.