



### Emissary Meetings:

*All meetings will be held at the Chamber building, unless notified.*

#### One-hour mandatory meetings (10 a.m.):

January 9  
March 5  
May 7  
September 3  
November 5

#### 30-minute meetings (10:30 a.m.):

February 6  
June 4  
August 6  
October 1  
*(no meeting in April or July)*

**December 3:** Fun volunteer party for all Emissaries and Ambassadors only – “Silly Santa” and great food! Begins at 11:15 a.m. No Emissary meeting this day.

### Emissary Requirements, Protocol, and Activities:

- Adopt at least 25 members to be a liaison between the Chamber and member.
- Create a business relationship with your adopted members.
- Attend as many Emissary meetings as possible.
- Attend the Ambassador lunches (following the Emissary meetings) and ribbon cuttings when possible to stay current with our new members and other volunteers.
- Invite members and non-members as your guest to the Ambassador lunches.
- Update your adopted member’s business information for the Chamber database and email any changes to Donna McCrary at [dmccrary@hsvchamber.org](mailto:dmccrary@hsvchamber.org).
- Ask your small business adopted members to send a pdf to go out in **Member Connection**.
- Invite your members to come to events as posted on the **Events Calendar** and inform them we will probably sell all seats quickly.
- Please copy Donna McCrary at [dmccrary@hsvchamber.org](mailto:dmccrary@hsvchamber.org) on **ALL** your email communications to your adopted Chamber members.
- Recruit new Ambassadors; Mentor a new Emissary when asked.
- Yearly, the Chamber leadership will choose Program Leads based on their leadership skills to help guide, oversee, and grow the Emissary program.
- Program Leads will be responsible for emceeding all meetings/lunches.
- The Chamber reserves the right to terminate immediately and without warning any Emissary.
- Program activities, protocol, and benefits may be changed, at anytime by senior Chamber management.

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## January 2020:

- Attend the **mandatory** Emissary meeting on January 9. Leads will go over all the duties with which our Chamber volunteers are asked to help.
- Pick up and deliver new plaque inserts and decals to all of your adopted members (before the end of January).
- Review your current adopted member list and make any necessary changes.
- Invite your adopted members to attend Annual Membership Meeting, Alabama Legislative Update Breakfast, Breakfast & Biz, State of the County Address, State of the Schools, and any event you feel would be appropriate for the size and type of your adopted member.
- Other activities discussed at meeting.

## February 2020:

- Attend the optional Emissary meeting on February 6.
- Emissary leads will discuss “what’s happening” at the Chamber and help with any questions you may have or training needed.
- Invite your adopted members to attend events such as Business & Brews, Montgomery and Washington DC trips.

## March 2020:

- Attend the **mandatory** Emissary meeting on March 5 – Guest speaker: Kristy Drake, Director, Investor Relations & ChamberON.
- Encourage your adopted members to contact Kristy Drake at [kdrake@hsvchamber.org](mailto:kdrake@hsvchamber.org) to view all the ChamberON sponsorships available for purchase.
- Nominate your adopted Members (that fit the criteria) for the 2020 Small Business Awards.
- Other activities discussed at meeting.

## May 2020:

- Attend the **mandatory** Emissary meeting on May 7. We will review all the duties with which our Chamber volunteers are asked to help. Guest speaker: TBD.
- Inform all of your adopted members they may post their job openings at no charge on [asmartplace.com](http://asmartplace.com)
- Other activities discussed at meeting.

## June 2020:

- Attend the optional Emissary meeting on June 4.
- Invite all of your adopted members to attend events such as the Armed Forces Celebration Luncheon and Small Business Awards Gala.

## August 2020:

- Attend the optional Emissary meeting on August 6.
- Ask your small business adopted members to send a pdf to go out in **Member Connection**.
- Invite your adopted members to attend the Annual Outing and Small Business Awards Gala.

## September 2020:

- Attend the **mandatory** Emissary meeting on September 3. We will review all the duties with which our Chamber volunteers are asked to help. Guest speaker: TBD.
- Invite your members to attend events such as the Redstone Update and Chamber Golf Classic.
- Other activities discussed at meeting.

## October 2020:

- Attend the optional Emissary meeting on October 1.
- Invite your members to attend the State of the City Address and send them a link to register.
- View the [Events Calendar](#) other events.

## November 2020:

- Attend the **mandatory** Emissary meeting on November 5.
- Invite all your adopted Chamber members to attend the Chamber Holiday Open House.
- Nominate all your adopted members (if they have 10 local employees or more) for the Best Places to Work® awards.
- Other activities discussed at meeting.

## December 2020:

- Attend the holiday lunch party at 11:15 a.m. at the Chamber building.