



## Emissary Meetings:

**Until further notice, meetings will be conducted via Zoom due to the pandemic. You will be notified of those meeting times in advance, as well as when in-person meetings will be continued.** At which time, meetings will be held at the Chamber building.

**December 2:** 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:

- Complete **Application** yearly.
- Read, complete, sign and date **Code of Conduct** form yearly.
- 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 Jamie Russell at [jrussell@hsvchamber.org](mailto:jrussell@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**.
- Please copy Jamie Russell at [jrussell@hsvchamber.org](mailto:jrussell@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.
- Program activities, protocol, and benefits may be changed, at anytime by senior Chamber management.
- The Chamber reserves the right to terminate any Emissary immediately and without warning.