

Boulder Chamber Ambassadors

2025 Roles & Guidelines — Quick Guide



What is an Ambassador?

Ambassadors help to make the Boulder Chamber a welcoming, connected, and thriving community!

- Welcome and engage new, prospective, and current members
- Help businesses connect with Chamber resources
- Support Chamber events & programs
- Build community and grow a strong peer network



Qualifications

- Boulder Chamber member for 6+ months, in good standing
- Attend Chamber events regularly
- Enjoy meeting new people & connecting businesses
- Proactive, friendly, and community-minded



Commitment & Duties

Responsibility	General Ambassadors	Advisory/Working Committee Members
Term	• Serve a 1-year term	• Serve a 2-year term
Hours per Month	• Commit 5–8 hrs per month	• Commit 8–10 hrs per month
Meetings / Events	• Support 1–3 Chamber events per month • Attend one member event each month • Attend quarterly Ambassador Events • Attend December Orientation annually	• Support 1–3 Chamber events per month • Attend one member event each month • Attend quarterly Ambassador Events • Attend December Orientation annually • Participate in monthly/quarterly committee meetings
Member Engagement	• Attend 4+ Member Call sessions per year • Invite 1–3 members to events each month • Invite 1–2 members for coffee or to meet at an event each month	• Attend 4+ Member Call sessions per year • Invite 1–3 members to events each month • Invite 1–2 members for coffee or to meet at an event each month • Mentor/train new Ambassadors
Grow the Chamber Community	• Invite 1–3 non-members to events each month • Refer 1–5 new members to the Chamber each year	• Invite 1–3 non-members to events each month • Refer 1–5 new members to the Chamber each year
Knowledge / Resources	• Stay current on Chamber resources	• Stay current on Chamber resources
Recruitment / Onboarding	—	• Assist with Ambassador recruitment and onboarding process

Roles to support Events:

- Registration (check-in, welcome guests)
 - Set-Up / Take-Down (assist Chamber staff)
 - Super Networker (introduce, include attendees)
 - Inviter (invite 2–3 guests/members)
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Committees

- Ambassador Advisory
 - Bolder Young Professionals
 - Business Women's Leadership Group
 - Equity Amplification
 - Nonprofit Professionals
 - Boulder Home Professionals Working Committee*
 - Business Growth Network Working Committee*
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Benefits

- Strong peer network & visibility
 - Free entry when volunteering at events
 - 25% discount on other events
 - Complimentary CO CarShare & BCycle credit
 - Enhanced online directory listing
 - Recognition: website, newsletter, social media, events
 - \$25 gift card for referrals
 - Boulder Chamber badge for LinkedIn/website
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 Questions? Contact the **Member Relations Manager, Cate Cook**, cate.cook@boulderchamber.com & **303-938-2065**.