



ELTB Ambassador Chair

One (1) position available | One-year term

The Chairs and Vice Chairs of Signature Initiatives shape ELTB's signature experiences. The Ambassadors strengthen the community surrounding those experiences. The ELTB Chair and Chair-Elect guide the overall strategy.

Purpose

The Ambassador Chair leads the Ambassador team in strengthening the community surrounding ELTB's Forums and signature experiences. The role connects strategy to member experience by coordinating welcome and belonging, onboarding, activation, communications, partnerships, recognition, and feedback across the entire Roadmap to Leadership.

Term & Participation Commitment

One-year term: January-December 2027, with required onboarding, annual planning, and transition work beginning after selection in 2026.

Required participation includes Cabinet meetings, Ambassador working sessions, monthly ELTB Forums, the annual retreat, the Annual Meeting, and assigned signature experiences.

The Ambassador Chair coordinates four Ambassadors with cross-functional focus assignments.

Skills & Experience

- Must be an active ELTB member and employed by a Tampa Bay Chamber member company.
- Demonstrated strength in team coordination, member engagement, hospitality, relationship-building, and follow-through.
- Ability to translate strategy into clear assignments, timelines, communications, and member touchpoints.
- Inclusive leadership style that helps new and returning Emerging Leaders feel known, connected, and valued.
- Strong facilitation, communication, organization, accountability, and feedback skills.
- Familiarity with membership, communications, partnerships, or engagement programs is preferred.

Responsibilities

- Serve as the Cabinet leader for the Ambassador team and report to the Chair and Chair-Elect in partnership with the Director of Leadership Programs.
- Coordinate the four Ambassador focus assignments: Member Engagement, Brand & Communications, Community Partnerships, and Insights & Recognition.
- Develop and maintain an annual Ambassador work plan aligned with the Roadmap, Forum calendar, membership priorities, and core measures.
- Lead Ambassador working sessions, clarify responsibilities and deadlines, remove obstacles, and maintain accountability across the team.
- Coordinate a consistent welcome and belonging experience at every Forum, including new Emerging Leader recognition and meaningful peer connection.
- Support new member and employer-sponsored activation through information sessions, onboarding, direct outreach, and clear first-engagement pathways.
- Partner with the Chairs and Vice Chairs of Signature Initiatives so Ambassadors can strengthen promotion, partnerships, member experience, recognition, and feedback without assuming content ownership.
- Consolidate Emerging Leader feedback and engagement observations for the Cabinet and Chamber staff, supporting retention and continuous improvement.
- Support recognition of participation, service, mentorship, professional milestones, and Emerge Up progression.
- Ensure volunteer outreach and public-facing communications follow Chamber processes, brand standards, approvals, and relationship protocols.
- Support, participate in, and promote all ELTB Forums, signature experiences, and the broader Chamber leadership ecosystem.
- Uphold all ELTB and Tampa Bay Chamber policies, procedures, brand standards, and volunteer expectations.

Volunteer Leadership & Staff Partnership

- **Volunteer leaders shape the experience:** member outcomes, themes, speaker and partner recommendations, experience flow, relationship-building, and activation.
- **Chamber staff owns operational execution:** final calendar and content approval, budget, contracts, registration, communications approval, vendors, logistics, data systems, and risk management.
- **No permanent silos:** Signature Initiatives pairings and Ambassador focus assignments organize mentorship and responsibility; they do not create permanent subject-matter portfolios. Project teams may form around a Forum or signature initiative and conclude when the work is complete.



SIGNATURE PAGE

Applicant & Supervisor Acknowledgment

ELTB Ambassador Chair

By signing, the applicant and supervisor acknowledge the role's expectations, required participation, planning responsibilities, and commitment to the Tampa Bay Chamber's policies and the ELTB Standard.

Applicant Signature

Date

Applicant Name

Supervisor Signature

Date

Supervisor Name / Title