



ELTB Ambassador

Four (4) positions available | One-year term

The Civic Impact, Leadership Development, and Community Impact Chairs and Vice Chairs shape ELTB's signature experiences. The Ambassadors strengthen the community surrounding those experiences. The ELTB Chair and Chair-Elect guide overall strategy.

Purpose

ELTB Ambassadors provide member-to-member connection that strengthens belonging, activation, repeat participation, and leadership progression. Ambassadors help every Emerging Leader understand the Roadmap, prioritize the ELTB Forum, access Chamber resources, and identify a meaningful next step. Each Ambassador supports the full community while carrying one cross-functional focus assignment.

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 Ambassador working sessions, monthly ELTB Forums, the annual retreat, the Annual Meeting, and assigned signature experiences.

Candidates will select one of the four Ambassador positions during the application process; final assignments will be determined based on each candidate's strengths and the needs of the Cabinet.

Skills & Experience

- Must be an active ELTB member and employed by a Tampa Bay Chamber member company.
- Warm, inclusive, and proactive relationship-builder who is comfortable initiating conversations and following up.
- Effective verbal and written communication skills, sound judgment, and professional presence.
- Strong organization, reliability, collaboration, responsiveness, and follow-through.
- Ability to learn and explain ELTB, the Roadmap to Leadership, the monthly Forum model, Emerge Up, and relevant Chamber resources.
- Experience in membership, communications, partnerships, data, marketing, community relations, business development, or hospitality is helpful but not required.

Shared Responsibilities

- Create an energetic welcome and belonging experience at every ELTB Forum and signature experience.
- Connect with new, returning, and employer-sponsored Emerging Leaders and guide them toward a clear first or next engagement opportunity.
- Become knowledgeable about the Roadmap, Forums, signature initiatives, Mentor-Protégé, Emerge Up, and the broader Chamber leadership ecosystem.
- Assist Emerging Leaders with questions, listen for barriers or concerns, and share actionable feedback with the Ambassador Chair and Chamber staff.
- Promote upcoming experiences and leadership opportunities through coordinated, approved outreach.
- Support member activation, repeat participation, retention, and leadership progression goals.
- Collaborate across all four focus assignments and support the Civic Impact, Leadership Development, and Community Impact Chairs and Vice Chairs as requested.
- Serve as a Collegiate Leadership Tampa Bay (CLTB) mentor during the leadership term and fulfill the mentor expectations established by Chamber staff.
- 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.

Cross-Functional Focus Assignments

All Ambassadors share the responsibilities above. The focus assignments organize specialized support across ELTB; they are not separate committees or independent portfolios.

Member Engagement Ambassador

- Support information sessions, onboarding, welcome outreach, and 90-day activation for new and employer-sponsored Emerging Leaders.
- Maintain coordinated member touchpoints and help connect prospective and renewing members to Chamber staff.
- Identify participation barriers and recommend practical improvements to the member journey.

Brand & Communications Ambassador

- Develop story ideas, Emerging Leader spotlights, social content, newsletter inputs, and post-Forum recaps for staff review and approval.
- Support Forum promotion, sponsor visibility, recognition, and consistent use of ELTB's brand language.

- Help leadership volunteers participate in coordinated storytelling throughout the year.

Community Partnerships Ambassador

- Identify and cultivate prospective speakers, hosts, sponsors, in-kind partners, universities, young professional groups, and community collaborators.
- Prepare qualified partnership leads and introductions for Chamber staff; do not make financial or organizational commitments on the Chamber's behalf.
- Support employer outreach, cross-program collaboration, and regional visibility for ELTB.

Insights & Recognition Ambassador

- Support surveys, feedback collection, engagement observations, and dashboard inputs in coordination with Chamber staff.
- Help identify patterns in activation, repeat participation, satisfaction, and leadership progression.
- Coordinate recognition of service, mentorship, Cabinet leadership, professional milestones, and Emerge Up transitions.

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.
- **Defined portfolios, one Cabinet:** Portfolio pairs and Ambassador focus assignments create clear responsibility; they do not operate as separate member committees or competing calendars. Ambassadors support the full Roadmap and all three portfolios.

Applicant & Supervisor Acknowledgment

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