

THE AMBASSADORS CLUB POLICIES AND PROCEDURES

MISSION

The Ambassadors Club is a group of volunteers whose mission is to enhance engagement in the Kentucky Association for Economic Development (“KAED”) by 1) welcoming and mentoring new partners seeking to establish their engagement within the organization, 2) informing existing and prospective KAED partners, community leaders, stakeholders, and interested parties of KAED programs and resources, 3) leading communicative or grassroots regional initiatives as assigned, to include but not limited to legislative or financial development initiatives, and 4) strengthening KAED staff and leadership relationships within assigned area (opening doors for recruitment and retention of partners).

MEMBERSHIP

Appointment. When an Ambassador position opens, the KAED Executive Committee shall select the new Ambassador from Ambassador Club Applications presented by KAED staff.

Term of Appointment. The term of each Ambassador shall be three (3) years. Upon the expiration of a three (3) year term, an Ambassador may be re-appointed to another three (3) year term. There are no limitations regarding the number of terms an Ambassador may be re-appointed. Ambassador reappointments shall be the decision of the KAED Executive Committee.

Requirements. All Ambassadors or their affiliated companies must be dues-paying partners or investors of, and in good standing with, KAED. All Ambassadors must execute the membership agreement attached hereto as Exhibit A at the time of their initial appointment, and at the beginning of each consecutive term thereafter.

Number of Members. The Ambassador Club membership shall be appointed, per KAED Executive Committee discretion, to provide adequate Ambassador representation throughout the entire Commonwealth.

Removal of Members. An Ambassador who fails to fulfill his/her duties and obligations as set forth in these Policies and Procedures and in the Membership Agreement attached as Exhibit A may be removed by the KAED Executive Committee.

Resignation. An Ambassador may resign at any time, by delivering a written notice to the Secretary of the Ambassador Club. A resignation shall be effective when the notice is delivered, unless the notice specifies a later effective date. All unfiled Ambassadors Club documents and contact logs shall be submitted with the written resignation notice.

OFFICERS

Titles and Terms. The officers of the Ambassadors Club shall be a Chair, Co-Chair, and Secretary who shall be referred to collectively as the Club Officers. The Club Chair and Co-Chair shall be appointed by the Chair of the Kentucky Association for Economic Development. Once approved, their term shall begin on the following January 1 and continue until December 31.

Duties. Subject to such extension, limitations, and other provisions as the KAED Executive Committee may from time to time prescribe or determine, the following Club Officers shall have the following power and duties:

- a. Chair.** The Chair shall preside at all meetings of the Ambassadors Program.
- b. Co-Chair.** The Co-Chair shall preside over meetings of the Ambassadors Program in the event of the Chairman's absence.
- c. Secretary.** The Secretary shall be staff of the Kentucky Association for Economic Development, assigned by KAED President & CEO, and shall keep minutes of all Ambassadors Club meetings and shall deliver said minutes to the Ambassador Club Chair for distribution and review.

MEETINGS

Monthly meetings of The Ambassadors Club will be held on the second Thursday of each month via conference call and concurrently at the KAED office located at 101 Burch Court, Frankfort, KY 40601 unless notified otherwise.

Attendance at Meetings. Ambassadors are expected to attend, in person or via conference call, all monthly meetings. Failure to attend three (3) consecutive monthly meetings, or a minimum of one (1) monthly meeting each quarter, can and will be grounds for removal from the Ambassadors Club.

In the event an Ambassador is unable to participate in monthly meetings due to extenuating circumstances such as illness or a family emergency, the Ambassador shall notify Club Officials of such circumstance, in writing, and Club Officials will consider a waiver of the meeting attendance requirement on a case-by-case basis.

DUTIES AND OBLIGATIONS OF AMBASSADORS

Ambassadors shall abide by the mission statement set forth in this document, and shall fulfill all the duties and obligations set forth in their Membership Agreement, a copy of which is attached hereto as Exhibit A. Failure or refusal to abide by these duties and obligations can and will be cause for removal from the Program.

AMENDMENTS

These Policies and Procedures may be altered, amended, repealed or restated by the KAED Executive Committee.

This is to certify and attest that the foregoing Policies and Procedures of the Ambassadors Program is the original copy and approved by the Board of Directors of the Kentucky Association for Economic Development as on the ____ day of _____, 2019.

MEMBERSHIP AGREEMENT

The undersigned, _____, for and in consideration of his/her appointment to the membership of the Ambassadors Club of the Kentucky Association for Economic Development (hereinafter "KAED"), hereby covenants and agrees as follows:

1. I will participate in monthly Ambassadors Club meetings on the second Thursday of each month at 11:00 a.m. at the KAED office at 101 Burch Court, Frankfort, Kentucky 40601. I understand and acknowledge if I fail to attend monthly meetings for three (3) consecutive months or if I fail to attend at least one (1) monthly meeting per quarter, my membership in the Ambassadors Club may be revoked. I further understand and acknowledge that a record of the attendance at each monthly meeting will be made.
2. I will work to secure members for the Kentucky Association for Economic Development.
3. I will work to secure new sponsorship investment for the Kentucky Association for Economic Development.
4. I will work to secure program registration for the Kentucky Association for Economic Development.
5. I will accept the member/investor assignments as distributed and will submit new member/investor contact sheets to KAED prior to the next monthly meeting.
6. I will stay informed about KAED operations, activities, and other committees.
7. I will inform members/investors of KAED initiatives and resources, and recommend utilization and/or participation thereof.
8. I will serve as a communications liaison of KAED as assigned.
9. I will lead communicative or grassroots regional initiatives as assigned, to include but not limited to legislative or financial development initiatives.
10. I will strengthen KAED staff and leadership relationships within assigned area of responsibility.

11. I will attend a minimum of two (2) KAED events per year.
12. I will serve as a greeter at KAED functions as called upon.
13. I will encourage other partners to interact and network effectively, so that they feel welcome and are able to derive the maximum business and social benefits of attending KAED functions.
14. I understand and acknowledge that Ambassador points will be based upon individual participation, that points will be calculated based upon point sheets submitted by the individual Ambassadors, and that point sheets will be emailed prior to the upcoming monthly meeting of the Ambassadors Club. I further understand that awards will be given to the top individual point earners on an annual basis.
15. I understand and acknowledge that a membership in the Ambassador's Club may be terminated upon any one of the following:
 - a. An Ambassador's failure to fulfill any or all of the terms of this agreement;
 - b. An Ambassador's failure to earn a minimum of two hundred points per quarter; or 800 points annually;
 - c. In the event an Ambassador's business affiliate fails to maintain its partnership in KAED;
 - d. Ambassador displays a negative attitude towards KAED as an organization, its staff or displays unprofessionalism when acting in the capacity of a KAED Ambassador.
16. The Chairman of the KAED Board and the KAED President & CEO are the spokespersons for the organization. At times, KAED may refer a media or legislative inquiry to an Ambassador. Ambassadors will be briefed in advance.
17. I will support KAED's goals and initiatives as determined by its Board of Directors, sharing the purpose of KAED and its goals with both partners and non-partners.

WITNESS my hand on this ____ day of _____, 20__.

_____, Ambassador

WITNESS:
