

**TITLE: Membership Ambassador Program**

Date: 02/14/2014

Approval:

Original Approval: 02/14/2014

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised:

\*\*Cross-Reference

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**Purpose:** To ensure that new members are introduced to Colorado HFMA by an established member during the first year of membership.

**Procedure:**

1. The Membership Committee Chair will make the Membership Committee and Board aware of new members who need an Ambassador assigned.
2. The Membership Committee Chair will keep a master list of the new members and the assigned Ambassadors.
3. Ambassador Responsibilities:
  - Contacting the new member by email or telephone to welcome the person to the Chapter
  - Inviting the new member to participate in educational and social events at least 3 times annually
  - Acting as a point person or arranging for someone else to introduce the new member at the 3 events the person elects to attend
  - Point person for any questions or concerns the new member may have
  - Conduit to the Board and/or Committee Chairs for volunteer opportunities the new member expresses interest in
4. Ambassadors have permission to invite the new members to whom they are assigned to have access to one non-webinar educational event of their choice. The goal is to ensure that new members meet other members to establish relationships within the Chapter.