

**City of Cambridge Non-Disclosure Ambassador Agreement:**

I, \_\_\_\_\_, understand that as a member of the Cambridge Business Ambassadors, I have a legal, moral and fiduciary responsibility to ensure that the organization does the best work possible in pursuit of generating business leads for the city and maintaining the confidentiality of said prospects. I believe in the vision, mission and values/beliefs of the Cambridge Business Ambassadors and I will act responsibly and prudently as its steward. I understand and agree that in my role as an Ambassador I may receive confidential information that must be kept confidential. As an Ambassador I will ensure the protection of such information, and will preserve any confidentiality necessary, regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.

My duties and responsibilities as a member of the City of Cambridge Business Ambassadors include:

1. I will represent the City of Cambridge and area, and champion promoting the community within my networks.
2. I will act as an ambassador with the goal of pursuing prospects to attract new business to the city.
3. I will engage with the ambassador group, helping them achieve their goal of bringing new business to the city.
4. I will carry out tasks developed by the steering committee required to achieve the City of Cambridge Business Ambassadors’ goals.
5. I will act in the best interest of the City of Cambridge Business Ambassador group and excuse myself from discussions where I have a conflict of interest.
6. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility in achieving the goals of the organization. I will, to the best of my ability, take advantage of any educational opportunities presented in order to remain informed.
7. I will be provided with an initial orientation and then offered subsequent informational sessions to help me perform my duties as a City of Cambridge Business Ambassador.

**Signed:**

\_\_\_\_\_  
*Ambassador*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Member of the Steering Committee*

Date: \_\_\_\_\_