

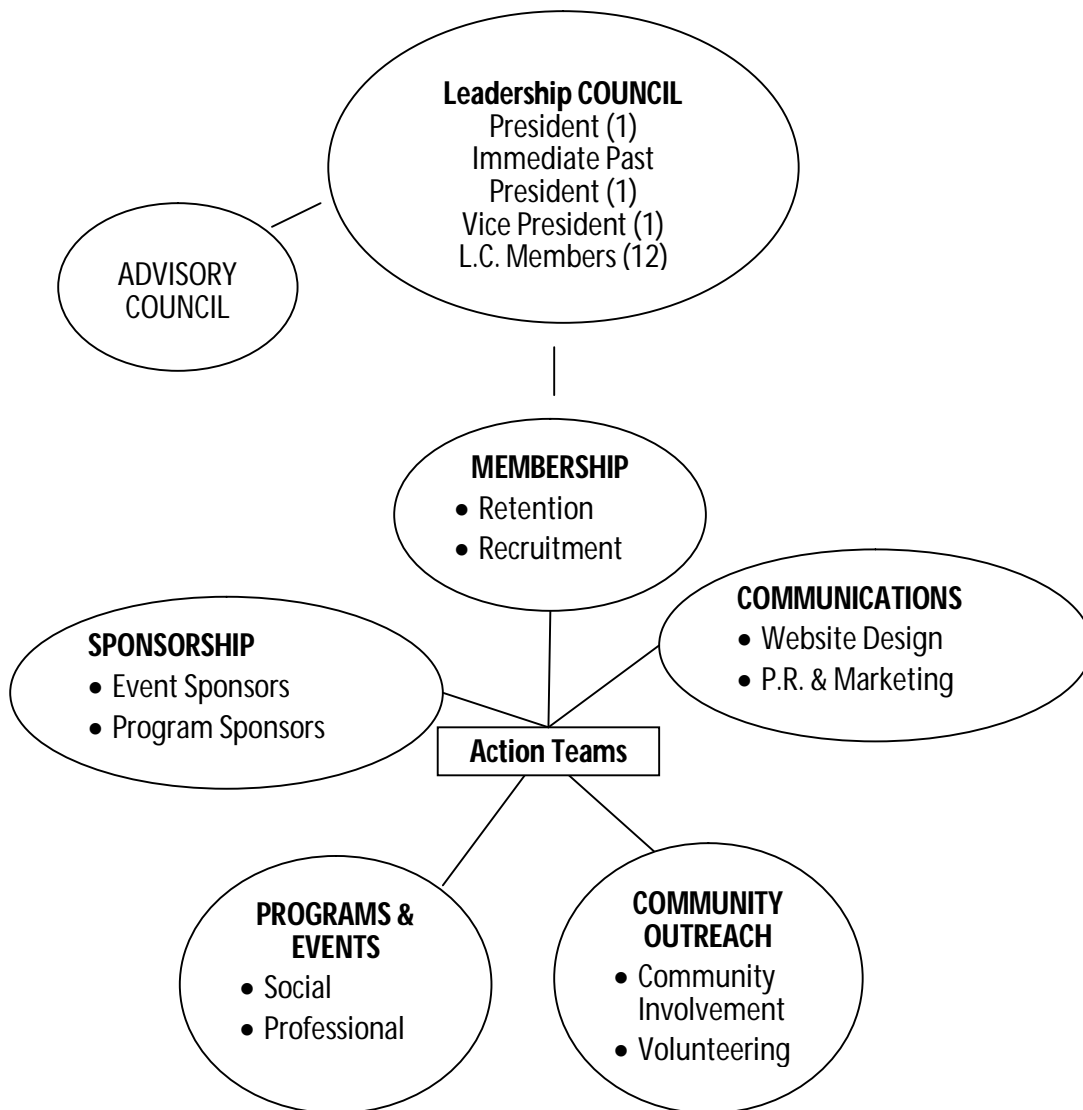


**Ignite**  
A South Placer Organization for  
Next Generation Leaders



Ignite helps next-generation professionals (21 to 40) **emerge** as community and business leaders by fostering relationships and providing professional development opportunities. We seek to **empower** next-generation leaders to become involved in community issues and expand their professional and civic horizons. It seeks to **inspire** community leadership in economic development and policy to positively impact the lives of next-generation professionals. Ignite is a program of the Roseville Chamber of Commerce.

**- Operational Structure -**



General Overview

**ACTION TEAMS:** Action Teams are the core of Ignite. The vision and mission of Ignite is implemented through the various Action Teams. The Action Teams are where the action is.

**LEADERSHIP COUNCIL:** The Leadership Council is the governing body of Ignite, comprised of Leadership Council Members, Officers and Ignite Staff. The role of the Leadership Council is to facilitate and implement the mission of Ignite.

**ADVISORY COUNCIL:** The Advisory Council is the advisory body that provides strategic guidance and resources to Ignite. The Advisory Council is comprised of high profile business and community leaders from throughout Southwest Placer County, who possess the desire to provide guidance and assistance to further the mission of Ignite.

## **Duties, Responsibilities and Guidelines**

### **– Action Teams –**

- **Core Responsibilities:** Action Team participation is the nerve center of Ignite. Action Teams provide for and facilitate grass roots involvement by providing opportunities for general members to participate and to assist in the implementation of the mission of Ignite. Each and every member of Ignite is eligible and strongly encouraged to get involved with an Action Team. Action Teams are guided by at least one (1) Leadership Council member and are expected to coordinate and cooperate with each other to fulfill their individual responsibilities and to further the mission of Ignite.
  - **Sponsorship:** The responsibility of the Sponsorship Action Team is to actively pursue program and event sponsors. The goal of this Action Team is to establish strategic partnerships with community businesses and organizations and solicit their financial support.
  - **Communications:** The responsibility of the Communications Action Team is to develop a marketing and public relations strategy and implement that strategy through marketing materials for various mediums of communication. Additionally, this Action Team is charged with the responsibility of developing, operating and maintaining the Ignite website.
  - **Membership:** The responsibility of the Membership Action Team is to develop and implement strategies that seek and recruit new membership for Ignite. This Action Team is additionally tasked with developing and implementing strategies for the retention of existing Ignite members.
  - **Programs & Events:** The responsibility of the Programs & Events Action Team is to develop and implement strategies that create programs and events that will be of interest to members of Ignite while at the same time furthering the mission of Ignite. This includes developing an event calendar that will outline events and programs for the particular calendar year, including, but not limited to the Ignite holiday party, Power Lunches, and Roseville Chamber showcase events, such as Splash, etc.
  - **Community Outreach:** The responsibility of the Community Outreach Action Team is to provide access to ongoing volunteer and civic leadership opportunities in the South Placer region for Ignite. This team will also work with local non-profit organizations to be highlighted at Ignite events and to ensure Ignite is promoting a culture of contribution in the community.
- **Composition of the Action Teams:** Each Action Team is guided by at least one (1) member of the Leadership Council, who will report directly to the Leadership Council for the duration of that member's term on the Leadership Council.
- **Meetings:** Each Action Team will determine the need for and duration of their respective meetings. Each Action Team leader is expected to provide updates on the particular Action Team's progress to the Leadership Council and the Advisory Council, as necessary.

## – Leadership Council –

- **Core Responsibility:** To grow Ignite's influence and impact by facilitating member involvement towards improving the greater Roseville area for young professionals, thereby implementing the mission of Ignite.
- **Composition of Leadership Council:** The Leadership Council is currently comprised of fifteen (15) members, the Leadership Council has the discretion to increase or decrease the number of members that sit on the Leadership Council by a majority vote. Leadership Council members must be members of the Roseville Chamber of Commerce and must be a member in good standing of Ignite for at least six (6) months. The Immediate Past President of Ignite shall be a member of the Leadership Council.
- **Role of Leadership Council Members:** Each member of the Leadership Council is expected to contribute their time and energy to further the mission of Ignite.
- **Expectations of Leadership Council Members:** Each member of the Leadership Council is expected to be an active participant in the monthly Leadership Council meetings (and other special meetings that will be held as necessary) and to assist with or serve on at least one of the various Action Teams. The term of each Leadership Council member is two (2) calendar years. Leadership Council members are eligible to serve for a maximum of two (2) consecutive two (2) year terms. The Leadership Council has the discretion to vacate positions on the Leadership Council due to excessive unjustified absences by a simple majority vote of the Leadership Council. Vacant positions will be filled by a majority vote of the remaining Leadership Council members.
- **Meetings**
  - **Open Meetings:** Open meetings of the Leadership Council are held on the third (3rd) Wednesday of each month from 8:00am to 9:00am at the office of the Roseville Chamber of Commerce. Any person is permitted to attend.
  - **Closed Meetings:** Closed meetings of the Leadership Council are held on the third (3rd) Wednesday of each month from 7:30am to 8:00am at the office of the Roseville Chamber of Commerce. Only Leadership Council members and Leadership Council invitees are permitted to attend.
  - **Special Meetings:** Special meetings of the Leadership Council will be held on an as needed basis.
  - **Meeting Requirements:** Open meetings of the Leadership Council will not require a quorum, as open meetings are more informational in nature and scope. However, closed meetings, or any other meeting that involves a vote of the Leadership Council, shall require a quorum of Leadership Council members. A quorum is defined as the President or Vice- President **and** six (6) Leadership Council members.
  - **Agendas:** Agendas will be published on the Ignite' Website at least three (3) days prior to a meeting. It is the responsibility of the President, Vice-President and/or the staff to assure that agendas are distributed in a timely manner to Leadership Council and Ignite members.
- **Selection of Officers (& The Nature and Scope of the Office)**
  - **President:** The President shall be the general manager, spokesperson and chief executive officer of Ignite. The President has general supervision over and control of the business and officers of Ignite. The President is nominated by a majority vote of the Leadership Council at the August meeting. The selection of the President is ratified by the Roseville Chamber of Commerce Board of Directors at their September meeting. The President is expected to possess or do the following:
    - Be an emerging next leader who desires to contribute to his or her community;
    - Possess a vision for Ignite and the desire to implement that vision;
    - Able to organize and lead Leadership Council meetings;

- Interest in engaging personally into improving the greater South Placer region;
  - Be an active participating member of The Roseville Chamber of Commerce;
  - Be a Ignite member for at least one-year prior to serving as President
- **Vice-President:** In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have the authority of the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed by the Leadership Council, or the President. The Vice-President is selected by a majority vote of the Leadership Council at the August meeting.
  - **Treasurer:** The Treasurer shall be the chief financial officer of Ignite, whose responsibility shall include, but not be limited to, the keeping and maintaining of all financial records of Ignite, developing budgets and having the responsibility of monitoring and maintaining the financial well-being of Ignite. The Treasurer shall have such other powers and perform such other duties as from time to time may be prescribed by the Leadership Council, or the President. The Treasurer is selected by a majority vote of the Leadership Council at the August meeting
  - **Staff Member(s):** Ignite will have at least one (1) staff member who will assist the Leadership Council and the Officers in the day to day operations of the organization. At least one staff member will serve as the secretary for all Ignite meetings
- **Selection of Leadership Council Members:** Leadership Council members must be members of Ignite, the Roseville Chamber of Commerce. A Nominating Committee, selected by the Leadership Council, will review and make recommendations of candidates for Leadership Council seats. Leadership Council members are selected by the Leadership Council during a special or closed meeting in November. In the event of a mid-term vacancy, the Nominating Committee will recommend and the Leadership Council shall select and assign terms, as it deems appropriate.
  - **Amendments to Guiding Documents:** The Leadership Council may, from time to time, amend any of the governing documents of Ignite at any regular meeting, provided that the proposed changes are noticed to the Leadership Council members at least one week prior to the meeting for which such amendments are scheduled for a vote.

**– ADVISORY COUNCIL –**

- **Core Responsibility:** The purpose of the Advisory Council is to provide strategic resources, guidance and perspective to the Leadership Council and Ignite.
- **Composition of the Advisory Council:** The Advisory Council should be comprised of business and community leaders with an interest in furthering the mission of Ignite. The Advisory Council shall be comprised of up to thirteen (13) voting individuals, which shall include representation from each of the Ignite Annual Program Sponsors (3); the current Leadership Council President; the past Leadership Council President; the City of Roseville Economic Development Director; A Placer County Representative; A City of Roseville City Council Member; the Roseville Chamber CEO; the Roseville Chamber President Elect; A Roseville Chamber Economic Development Representative; and, up to three (2) at-large members. The Advisory Council members do not need meet the demographic requirements of Ignite.
- **Selection of Advisory Council Members:** Advisory Council members must be members of the Roseville Chamber of Commerce. Advisory Council members are selected and serve at the discretion and pleasure of the Roseville Chamber Board of Directors.
- **Expectations of Advisory Council Members:** Standing Members shall have permanent membership on the Advisory Council. Appointed at-large members shall serve for a term of one (1) calendar year, beginning January 1, 2010.
- **Meetings:** Meeting Schedule as follows: once a year, and, as needed. All Advisory Council meetings shall be open to all Roseville Chamber and Ignite members.

**2010 ADVISORY COUNCIL MEMBERS**

○ **Standing members**

- |   |                       |
|---|-----------------------|
| ▪ City of Roseville City Council Member –       | Mayor, Gina Garbolino |
| ▪ Economic Development Director of Roseville -  | John Sprague          |
| ▪ Chamber Economic Development Vice President - | Richard Robinson      |
| ▪ Roseville Chamber CEO –                       | Wendy Gerig           |
| ▪ Roseville Chamber President Elect -           | Al Johnson            |
| ▪ Placer Country Representative -               | Kirk Uhler            |
| ▪ Ignite Executive Committee –                  |                       |
| Past President                                  | Lon Peterson          |
| Current President                               | Brian Whitmore        |
| Vice President                                  | Brian Jagger          |
| Treasurer                                       | Allen Archuleta       |
| ▪ Ignite Title Sponsors (1)                     |                       |
| • Drexel University -                           | Nancy Thompson        |

○ **Appointed At-Large Members**

- |  |                |
|--|----------------|
| ▪ At Large Roseville Chamber Members (2) |                |
|  | Tanner Laverty |
|  | Stephen Lard   |
|  | Ramak Fazeli   |