

Job Description: Board of Directors

Position Type: Board
Position Held: Director
Term: 3 years (January)
Last Updated: January 2003

Board Member Responsibilities:

- Be informed about and support the club's mission, services, policies, programs and events.
- Direct overall policy, operation, work plans & budgets for the club
- Assist in carrying out the club's fiduciary responsibilities, such as reviewing and approving annual financial statements, including general operating budget, committee allocations and event budgets.
- Attend and actively participate in all Board and committee meetings and functions, such as special events.
- Review agenda and supporting materials prior to Board and committee meetings.
- Support, question & challenge Board issues and decisions in a productive and constructive manner.
- Participation in and support club events & activities (i.e., rides, events, education, presentation series, etc)
- Serve on committees or task forces and offer to take on special assignments.
- Certify & identify committee responsibilities, members, chairperson as well as duration of committee formation.
- Inform others about the club; both internally amongst club membership, as well as in the extended cycling community
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the club
- Keep up-to-date on developments in the local cycling community.
- Follow conflict of interest and confidentiality policies, as stated in the CBC Policies & Procedures Document.
- Refrain from making special requests of the staff.

External Responsibilities: The CBC Board of Directors are primary link to the community; including members, partners, adversaries, the public at large, and the media.

- Enhance the organizations public standing at every opportunity. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
- Act as spokesperson with media & public relations activities, in support of and in alignment with club goals.
- List all expectations & responsibilities preformed outside the CBC organization (ie., community advocacy, fund raising, etc)?
- What is the Boards role in the extended bicycle community?
- What networking responsibilities should be required?

Qualifications & Personal Characteristics:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit Board members, club members and other volunteers, read and understand financial statements, learn more about the substantive program area of the club.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.
- Possess personal passion for bicycling, cycling safety, and/or other related topics.

Position Held: President **Term:** 1 year (January) **Last Updated:** January 2003

Additional "Position" Duties & Responsibilities:

- Attend & preside at all CBC Board meetings.
- Responsible for the preparation of a written agenda for each Board meeting
- Participate in Executive Committee, as well as act as "ex officio member" of all committees of the board.
- Appoint the chairpersons for all standing and ad hoc committees subject to the ratification by a simple majority of the board.
- Act as signatory for all appropriate financial transactions.
- Make emergency decisions for the good of the Club as required between meetings.
- Shall vote in the case of a tie on any matter requiring a vote of the membership or Board.
- Appoint a member to fill a vacancy of an office until the next election.
- Ensure the Executive Director has the moral and professional support he or she needs to further the goals of the club.
- Assess the Executive Director performance and provide periodic evaluation of his or her performance to ensure personal/professional development.

Position Held: Vice President **Term:** 1 year (January) **Last Updated:** January 2003

Additional "Position" Duties & Responsibilities:

- Assist the President in his/her duties as requested.
- Perform the duties of the President in his/her absence.
- Attend & preside (in President's absence) at all CBC Board meetings.
- In charge of programs at the general meetings and the social meetings (???)
- Maintain the official copy of the Articles of Incorporations (as stated in Bylaws Article XII, Section 2)

Position Held: Treasurer **Term:** 2 years (January) **Last Updated:** January 2003

Additional "Position" Duties & Responsibilities:

- Responsible for club's financial assets and records. Prepare an annual financial report at the end of each fiscal year (December) for presentation to the board and membership at large.
- Prepare, monitor and maintain the annual budget as approved by the Board
- Conduct such financial transactions as may be authorized by the board – responsible for the receipt and disbursement of funds.
- Manage the "master account" and act as ex-officio overseer and signer of all other special accounts
- Keep accurate books of all accounts related to income, expenditures & investments maintained on behalf of the club.
- File all required tax returns and pay all tax liabilities in a timely manner.
- Prepare an annual financial report for distribution in writing to the board and to the membership. Make available all financial records for viewing by any club member via written request in a timely manner.
- Chair and participate in the Budget Committee
- Coordinate annual review of financial books and records by independent accountant.
- Adhere to the policies laid out in the CBC Financial Policies document (revised 5/3/94).
- Work in coordination with the club's Office Manager, responsible for executing daily and transactional financial responsibilities.

Position Held: Secretary **Term:** 1 year (January) **Last Updated:** January 2003

Additional "Position" Duties & Responsibilities:

- Attend and record minutes of all proceedings arising from the Board meetings.
- Within 15 days of board meetings, make available written minutes of each meeting of the Board detailing the issues discussed and the results of any votes taken by the Board.