



SCC BOARD OFFICER AND MEMBER EXPECTATIONS

All Board Members:

Time commitment: Approximately 10-15 hours per month, including 12 board meetings per year.

Term for Board Members at Large (up to 13 members): 2 years, renewable.

- Serve on SCC committee(s) and for special assignments as you are able.
- Attend board and assigned committee meetings and functions.
- Become informed about SCC's mission/vision, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Help board officers carry out fiduciary responsibilities, such as reviewing the organization's financial statements.
- Educate others and advocate for SCC and local cycling.
- Suggest possible nominees to the board who can contribute significantly to the work of the board and SCC.
- Strive to stay up-to-date on developments in cycling/MTB.

Executive Board President:

Term: 1 year, renewable.

- Schedule and lead SCC board meetings. Create an agenda that includes financial reporting, volunteer updates, community outreach and progress reports from each standing committee.
- Work with the board to conduct strategic planning and set short- and long-term organizational goals, to include community outreach, organizational capacity, inclusiveness, fundraising and capital improvements.
- Evaluate execution of the SCC strategic plan and progress toward goals to grow organizational capacity and connect daily work with the SCC vision and mission.
- Regularly review SCC's work plan. Serve on committee(s) as needed.
- Oversee and manage volunteers or contractors providing services for SCC. Schedule and conduct performance reviews as appropriate.
- Maintain current and develop new relationships with other organizations (MTB, government, community, industry, bike shops, etc.).

Executive Board Vice President (President Elect):

Term: 1 year, renewable.

- Attend board meetings and serve on committee(s) as needed.
- Fulfill the board president's duties when the president is absent or if the office becomes vacant, including presiding over board meetings.
- Help the President manage the board, committee members and the day-to-day activities of SCC, supporting activities and initiatives to meet SCC's strategic goals.
- Help the Treasurer maintain financial budgets for the organization.



Executive Board Secretary:

Term: 1 year, renewable.

- Attend board meetings and serve on committee(s) as needed.
- Manage internal communications and prepare or track board meeting dates, meeting agendas and meeting minutes (review minutes if recording is assigned to another member). Provide notice of board and committee meetings as required.
- Ensure that an agenda has been prepared by the board president and distributed at least two days prior to the board meeting.
- Oversee membership recruitment and retention activities, including membership communications and SCC merchandise.
- Track board member terms, provide orientation for new board members, and maintain current board member contact information for the board and with legal counsel.
- Coordinate external communications including newsletters, correspondence with committees, members and other organizations.

Executive Board Treasurer:

- Term: 1 year, renewable.
- Attend board meetings and serve on committee(s) as needed.
- Understand or be willing to learn financial accounting for nonprofit organizations.
- Oversee the organization's financial administration.
- Review and enforce financial policies and procedures.
- Prepare financial reports and report on financial standing at all board meetings.
- Assists the president in preparing the annual budget and presenting to the board for approval.
- Maintain the budget on an ongoing basis.
- Ensure tax related documents and legal forms are filed on time.
- Disburse all payments in a timely manner.

Executive Board Past-President:

- Term: 1 year.
- Provide the President historical information and guidance on organizational issues.
- Help the President develop long term strategy and goals.
- Attend board meetings and serve on committee(s) as needed.
- Lead board meetings in the absence of the president and vice president.
- Coordinate with municipal and nonprofit groups to develop best practices for how to work together to achieve shared visions and goals.
- Report to the board on activities and developments with outside organizations.

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