



## BOARD OFFICER AND MEMBER EXPECTATIONS

### All Board Members:

Time commitment: Approximately 5 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.

### 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 employees, volunteers and 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.).

### 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.



**Board Secretary:** Term: 1 year, renewable.

- Attend board meetings and serve on committee(s) as needed.
- 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.

**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.
- Assist 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.
- Work with the Administrative Assistant to ensure that all payments are disbursed in a timely manner.

**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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