

West Michigan Mountain Biking Alliances

Board and Committee Positions & Descriptions

Board directors are called fiduciaries because they are legally responsible for managing a nonprofit entity's assets. Fundraising is one of the primary activities of a charitable nonprofit organization. Board directors are responsible for overseeing funds from philanthropists, donors and grant-makers, and making sure that the funds are being used for their intended purpose in financially supporting the organization. Board directors who diligently perform their fiduciary duties responsibly protect the organization's reputation, which also falls into the category of a fiduciary duty.

Defining Fiduciary Duties

Nonprofit board members make many important decisions, such as recruiting and appointing new board directors, hiring and firing managers and other staff members, monitoring financial reports and conducting an annual audit. All of these duties fall under the duty of care, duty of loyalty or duty of obedience.

Duty of Care

Duty of care means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should be actively participating in board meetings and on committees. It also means that they should be actively working with other board directors to advance the organization's mission and goals. They can fulfill their responsibilities by overseeing and monitoring the nonprofit's activities. Board directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the nonprofit's short- and long-term goals.

Duty of Loyalty

Duty of loyalty means that board directors must place the interests of the organization ahead of their own interests at all times. Duty of loyalty means publicly disclosing any conflicts of interests and not using board service as a means for personal or commercial gain.

Duty of Obedience

Duty of obedience means that board directors must make sure that the nonprofit is abiding by all applicable laws and regulations and doesn't engage in illegal or unauthorized activities. The duty of obedience also means that board directors must carry out the organization's mission in accordance with the purpose they stated in

getting qualified as a nonprofit organization.

BOARD OFFICER AND MEMBER DESCRIPTIONS

Monthly hours: 10-15, Board meetings: 12 per year

- Attend all board and assigned committee meetings and functions.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization and advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.

Executive Board President:

- Responsible for working with the board to develop and enact strategic planning and set short- and long-term organizational goals. Goals should include community outreach, organizational capacity, diversity and inclusion, fundraising and capital improvements.
- Evaluates progress of the planned outcomes and the strategic plan to grow organizational capacity and connect daily work with the vision and mission of the organization.
- Schedules and leads executive board meetings. Determines frequency of meetings. Creates an agenda that includes financial reporting, personnel updates, community outreach and progress reports from each standing committee.
- Regularly reviews the organization's work plan.
- Maintains and enhances relationships with other organizations (MTB, government, community, industry, bike shops, etc.).
- Holds board members accountable for attending board and committee meetings.
- Oversee and manage employees or contractors who are providing services for the organization. Conduct periodic and annual performance reviews.
- Attend all board meetings and serve on committees as needed.

Executive Board Vice President (President Elect):

- Fulfills the board president's duties when the presiding officer is absent or if the

office becomes vacant.

- Under the direction of the president, the vice president manages board and committee members and the day-to-day activities of the organization. This includes developing responsibilities for the personnel and seeing to it the organization accomplishes tasks to meet its overall goals.
- Additional responsibilities include overseeing and maintaining the financial budgets for the organization.
- Attend all board meetings and serve on committees as assigned.
- Preside board meetings in the absence of the president.

Executive Board Secretary

- The secretary's duties include managing all the organization's internal communications and preparing or keeping track of board meeting dates, meeting agendas and minutes from the meeting (Review minutes if that task is assigned to a staff member). Provide notice of meetings of the board and/or of a committee when such notice is required.
- Assure an agenda has been prepared by the board president and the agenda is distributed at least two days prior to the board meeting.
- Oversee membership and all functions associated with attaining and retaining members as overseeing the communication function including merchandise and new member associated items.
- Track board member terms, orient new Board Members and make sure all board member contact information is up to date and kept current with legal counsel. ● Coordinate and schedule all outward correspondence including newsletters, social media messaging, and outgoing communication with appropriate committees, other entities and members.
- Attend all board meetings and serve on committees as assigned.

Executive Board Treasurer:

- Understand or 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.
- Maintains the budget on an ongoing basis.
- Ensure tax related documents and legal forms are filed on time.
- Disburse all payments in a timely manner.
- Attend all board meetings and serve on committees as assigned.

Executive Board Past-President:

- Works/ Assists with the board president on long term strategy and goals. ● Attend all board meetings and serve on committees as assigned. ● Preside over board meetings in the absence of the president and vice president. ● Work closely with the president providing historical information and guidance on various organization issues as needed.
- Coordinate with Municipal and non profit groups to explore and execute best practices and how to work together to achieve shared visions and goals. ● Report to board on activities and developments with outside organizations.

Board Member at Large: (up to 5)

- Serves on one committee.
- Attends board meetings.
- Additional responsibilities as needed.

COMMITTEE DESCRIPTIONS

Monthly hours: 3-5, Committee meetings: 6-12 per year

Trail Committee

This committee will help plan and implement new trail projects and maintenance projects on existing trails. Help develop and train trail builders and volunteer leads for maintenance projects and trail work days.

Chair of Trail Committee

- Coordinates maintenance trail work and develops an annual master schedule.
- Serves as a liaison with municipalities and other landowners when working on trail projects, trail additions and maintenance as needed. Other Committee members may also serve as liaisons as needed or warranted.
- Tool inventory, Check out & Check in tracking and maintenance.
- Obtaining and mentoring trail coordinators.
- Developing relationships with landowners and managers.
- Pursue access to new lands for trail building.
- Reviewing, updating and maintaining trail maps and signage.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee.
- The committee chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking

- approval of actions proposed by their committee and requiring board approval.
- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
 - Meet with and train a successor.

Community and Event Outreach Committee

The community and events outreach committee is dedicated to organizing or participating in community events involving mountain biking. Committee members will work with community organizers, event organizers and other regional and state-wide clubs and organizations in order facilitate or participate in mountain biking events

Chair of Community and Event Outreach Committee:

- Work with race promoters, event staff and organizations to ensure the WMMBA message is being effectively communicated.
- Develop and maintain best practices and how to work together to achieve shared visions and goals and report to the board on progress.
- Coordinate with the chair of the Marketing and Communications Committee as needed.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee
- The committee chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
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Fundraising Committee

The Fundraising Committee is dedicated to raising revenues which allow the organization to achieve its mission through major donors, small donors, grants and corporate sponsorship. This committee is seeking people with experience in developing relationships and making financial requests from potential donors.

Chair of Fundraising Committee:

- Develop and oversee all fundraising campaigns.
- Regularly reviews the organization's plan for fundraising and reports to the board on progress relating to committees goals and objectives.
- Oversee and grant and fundraising initiatives.
- The chairperson is responsible for appointing, welcoming, and orienting new

members of the committee.

- Identify potential individual donors and businesses who could potentially provide resources to WMMBA.
- Create and organize various events to raise funds for WMMBA. ● Identify other fundraising opportunities available in the community and coordinate WMMBA's presence or involvement.
- Work with the treasurer to ensure processes are in place for donor recognition, categorized record keeping by source of income and donor.
- Maintain records of where contacts have been made to avoid duplication of effort.
- Work with the Marketing and Communications Committee to make sure sponsors and donors are receiving appropriate recognition as promised.
- The committee chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
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Marketing and Communications Committee

The Marketing and Communications Committee is dedicated to ensuring our existing members receive timely and informative communications. This committee is seeking people with experience in marketing, social media, utilizing skills in developing and implementing professional surveys, FaceBook posts, Instagram posts, etc. Writing skills and graphics design background would be very helpful.

Chair of Marketing and Communications Committee:

- Develops an annual marketing and communications plan.
- Work with social media staff to ensure communications are timely and clearly communicated based on the subject matter.
- Ensure our logo and organizational name is used consistently and appropriately on all communications and marketing materials.
- Coordinate with the chairperson of the Community and Event Outreach Committee as needed.
- Create both graphic and written materials.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee.
- The committee chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.

- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
- Meet with and train a successor.

Nominating Committee (could be president, vice president and past-president or all officers)

The nominating committee will constantly be on the look-out for potential board and committee members. Throughout the year, the nominating committee will check-in with board members and staff to compile a running list of potential board and committee members and the value they would add to the organization.

Chair of Nominating Committee:

- Monitor, collect and review board and committee applications when submitted. ● Work with the Board to determine various board, officer and committee positions to be filled.
- Review candidate applications and seek clarification information from candidates if needed.
- The Committee will make officer and committee candidate recommendations to the Board for open positions. The collective board will vote to fill officer and committee positions as needed. (Board members are voted in by the membership during the annual meeting).
- Coordinate board interview process for each candidate when appropriate. ● Manage online board/committee application form and form collection/review process.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee.
- The committee chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
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