



## **Bike Walk Connecticut Board Member Agreement**

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Bike Walk Connecticut greatly appreciates your willingness to serve as a member of the Board of Directors. Your energy, talents, and perspective will be invaluable to the development of the organization! The following expectations will help ensure that this is a satisfying and productive activity for both you and the organization.

### ***Qualifications***

A Board member will:

- Be a dues-paying member of Bike Walk Connecticut
- Be committed to the mission, goals and programs of Bike Walk Connecticut
- Have available time to work to advance these goals and programs

### ***Meetings***

Board members are expected to attend and participate in all scheduled board meetings (six or more per year) and committee meetings. There may be a Board retreat each year. If unable to attend a regular meeting, notify the President or Executive Director of the absence at least 24 hours prior to a scheduled meeting. Excessive absence from board and committee meetings may be grounds for removal from the Board.

### ***Fundraising***

All Board members are expected to be involved in fundraising activities. This includes:

- Making an annual financial contribution that is generous for you
- Actively assisting with fundraising and ensuring that the organization has the resources necessary to carry out its mission. This includes working to increase memberships and sponsorships.

### ***Time Commitment***

Board Members are expected to:

- Contribute 7-10 hours per month on committee/task force work
- Take a leadership role in, and actively participate on, at least one board committee or task force
- Support major Bike Walk Connecticut events by attending and asking others to attend

### ***Ambassadorship***

Board members shall serve as ambassadors of Bike Walk Connecticut. Some examples of this role might include but are not limited to the following:

- Suggest new Bike Walk Connecticut board members and aid in recruiting members
- Be a spokesperson for the organization in the board member's network of friends and colleagues

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- In your town: be educated about local bike/ped issues and stay in touch with any bike/ped-related groups Participate in advocacy activities with state and local leaders and legislators

### *Accountability*

Each Board member must work to ensure that all actions of Bike Walk Connecticut are in accordance with its bylaws. The Board will exercise fiduciary responsibility for Bike Walk Connecticut and ensure the continuity of its operations. The Board must ensure that no policies or activities will jeopardize the not-for-profit status of the organization or reflect unfavorably upon Bike Walk Connecticut as an organization devoted to public service. Board members will be provided with timely communication with Executive Director and board officers, advance notice of meeting agendas, financial reports, and training as needed.

### *Ten Basic Responsibilities of Nonprofit Boards*

Bike Walk Connecticut board member expectations are based on the following Ten Basic Responsibilities of Nonprofit Boards described by BoardSource, which all board members are expected to understand and support:

1. Determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor, and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
10. Support the chief executive and assess his or her performance. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

**Board Member**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Member Name:** \_\_\_\_\_