

**EBBC Board of Directors
Responsibilities – Adopted 2/15/2005**

All Board Members

- Serve as an example for others in the community
- Represent the interests of the EBBC (to promote bicycling as an everyday means of transportation and recreation)
- Consult with the Chair, Executive Director, or with Board consensus, before formally expressing an EBBC position
- Attend all Board and General Membership meetings

Chair

- Oversee Board and General Membership meetings
- Work in partnership with the Executive Director to make sure Board resolutions and action items are carried out
- Call special meetings as necessary
- Appoint all committee Chairs and in consultation with the Executive Director, recommend who will serve on committees
- Appoint recording Secretary in the event of an unplanned absence at Board or General Membership meetings
- Assist Executive Director in conducting new Board member orientation
- Work with the nominating committee to recruit new Board members
- Assist the Executive Director as a spokesperson for the organization
- Periodically consult with Board members on their roles and help them assess their performance

Vice Chair

- Assist the Chair in running all meetings
- Prepare meeting agendas with input from the Executive Director
- Assist the Executive Director as a spokesperson for the organization
- Assist the Chair or Executive Director in any manner necessary
- Understand the responsibilities of the Chair and be able to perform these duties in the Chair's absence

Secretary

- Prepare minutes for all Board and General Membership meetings (it is up to the Secretary to prearrange a replacement for his/her planned absence)
- Review draft minutes with the Board to ensure their accuracy prior to formal adoption
- Maintain all Board records
- Assume responsibilities of the Chair in the absence of the Board Chair, Chair-elect, and Vice Chair
- Arrange for meeting locations

Treasurer

- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and chair any financial committees
- Manage the Board's review and authorization of all expenditures
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the Executive Director in preparing and presenting the annual budget to the board for approval
- Specific duties include: manage bank accounts; prepare timely deposits and payments; and file tax statements.

OTHER DUTIES THAT MAY BE EITHER BOARD POSITIONS OR SUPERVOLUNTEERS

Membership Director

- Perform monthly updates to the membership database

Database Assistant

- Forward address labels to printer on monthly basis
- Work with the executive director to identify audience for renewal or special mailings
- Assist membership director with monthly updates following renewal mailings
- Provide periodic reports to the board of EBBC membership
- Provide quality control review of data entry

Newsletter Publisher

- Solicit and collect text and images for 11 issues of *rideOn* (Jan-Nov) including meeting minutes and BAC calendar by last Friday of each month (except Dec).
- Work with the Executive Director to identify appropriate issues for emphasis
- Provide camera-ready pages to printer two weeks prior to third Tuesday meeting dates

Webmaster

Hazard Elimination Coordinator

BAC Calendar

Administrative Assistant