

Good morning all,

I am the secretary of the board of directors of the Bicycle Collective, and I am charged with conducting board elections. The board's amendments to the bylaws earlier this year created a director position for the "Ogden, Provo, Salt Lake City, and St George shops elected by the employees and core volunteers of the respective shops." This email starts the election process. Here's what will follow with deadlines:

<b>Who needs to do something:</b>	<b>What needs to be done:</b>	<b>Deadline for doing it:</b>
Core volunteers	Send self-nomination email to the secretary	September 1
Core volunteers	Send an "election statement" by email to the secretary	September 15
Secretary	Send ballots to employees and core volunteers of the respective shops	October 1
Employees and core volunteers	Vote	October 15
Secretary and President	Certify results and notify candidates	November 1
Secretary	Public notification of results	November 15
New directors	Take office	November 29, 2018

The positions are open to core volunteers. The board has approved self-nomination no later than September 1. That self-nomination need tell me only your name as you would like it to appear on the ballot and the shop you represent. However, by September 15 I will need to receive any statement about yourself that you want to include on the ballot. Statements are optional. Voting will be by a "SurveyMonkey-type" poll. The results will be published after the candidates are notified.

I've attached a brief description of the role and responsibilities of a board director. If you are a core volunteer with the commitment to represent your shop and serve the Bicycle Collective as a whole, please send me your self-nomination no later than midnight September 1.

Thank you,

Tim Shea

[tim@bicyclecollective.org](mailto:tim@bicyclecollective.org)

## **So you are interested in being a board director:**

### **Here's what you need to know.**

#### **What are the duties of a board director?**

**Care of financial and other resources.** As part of your basic duties, you are a voice to make sure that the organization is spending its capital in responsible, ethical, and legal ways. You won't help with day-to-day spending, but you will look at overall trends, help with budget allocation, and make decisions on "big ticket" items when they come up. The long term financial health of the organization is a prime concern of board directors.

**Clarity of mission and vision.** You are a representative for the Bicycle Collective as a whole and for the constituency that elected you. Your participation will help to ensure that the Collective's resources (monetary, time, and personal/professional relationships) are being used to promote its core mission. You are also responsible for identifying places where the Bicycle Collective is not doing as well as it could, or new programs that could grow the impact of the organization. Your personal experience should help shape the work and decisions of the organization.

**Legal and ethical conduct.** As a representative of the Bicycle Collective, you have a duty to ensure that your conduct and the organization's is legal and ethical in all activities (not just financial ones). You have a duty to see that the organization follows its own bylaws and works to advance its core mission first and foremost.

#### **What are the commitments of a board director?**

**Participation.** The board is charged with governing a fairly large and growing organization. To do so responsibly requires the time of its directors. The time commitment varies depending on the projects you volunteer for. At a minimum, we have bimonthly meetings that last approximately 3 hours each. The meetings are usually held in Salt Lake City. You are strongly encouraged to attend in person, but board directors from distant locations often arrange to be present via conference calls.

The board of directors also has committees, such as the Executive Committee and the Capital Campaign Committee, where issues are first discussed. These committees have additional meetings that generally last 1-2 hours and occur approximately monthly. As the board grows, we will consider additional committees to move forward on more of our strategic plan. Attendance is mandatory for the board directors who volunteer for a committee, and the meetings are open to all directors who would like to attend. Additional time will be required outside of meetings, depending on what initiatives you choose to volunteer to work on.

**Community representation.** The board of directors is often the public face of the Bicycle Collective. When opportunities present, board directors should be prepared to represent and promote the Bicycle Collective to friends, community members, other organizations, and the media. A well timed endorsement can often reap great benefits.

### **Who qualifies?**

**Qualifications.** To be a board director, one must be a member of the Bicycle Collective. Some directors qualify as members by donating money to the Collective. Others by volunteering at the level of a core volunteer. A shop representative is elected by the employees and core volunteers of each shop. A shop representative must be a core volunteer of that shop. Except for the special constituency, a shop representative has all of the rights and responsibilities of the other directors. Board directors are not compensated. Reimbursement of expenses on board-of-director business is permitted, but there is no money to pay for it.

### **That all sounds great, but what projects is the board working on right now?**

The board is working on a number of projects identified as part of our strategic plan:

**Capital Development Campaign.** The board is looking beyond our traditional donors to develop relationships with others and to improve generally our ability to raise funds for capital and program development. In particular of course is fundraising for a “headquarters” facility that the Bicycle Collective owns rather than rents, which will become the base of statewide operations and the location of the SLC shop for many years to come.

**Developing a process for adding new shops.** As the Bicycle Collective continues to succeed and grow, other communities are looking to add shops. We need to develop standards and a process to help them do that without risking the core values and assets of the already successful locations.

**Finding a balance between shop independence and cohesion of the organization.** Each location has unique needs, talents, and programming. How do we build a consistent approach to our mission while still allowing each shop to develop its own culture, identity, and strengths?

**Increasing representation and diversity of the board.** The board currently has several vacancies in addition to the four shop representatives. We are seeking ways to recruit board directors from among the growing diversity of communities we serve and programs we offer.