

OFFICER POSITIONS FOR BPC

- 1. Chair.** Communicate with and contact for: Village Trustees, Village Administration, Committee Chairs, and other government contacts; final editor of all documents released by BPC; coordinate revision of Master Plan; schedule and run meetings; assign duties not otherwise assigned.
- 2. Secretary.** Take and draft minutes for publication; create and maintain internal and external contact lists; create letter template with BPC logo; run meetings when Chair unavailable.
- 3. Public Relations Officer.** Monitor media, including social media, and respond to bike-ped related issues by drafting letters to Gazette and other media outlets; draft and distribute flyers updating the public on different events and surveys; respond to emails from the public.
- 4. Project and Data Manager.** Develop long term priorities based on the Master Plan and the PIE; collect data from surveys and generate reports. Manage wiki and train committee members to use.
- 5. Policy Officer.** Research and draft policy positions, making specific recommendations to Village; collect data on bike-ped related issues from various, reliable sources and create reader-friendly reports; manage research on best practices used in other communities and share with Project and Data Manager.
- 6. Volunteer Coordinator.** Coordinate volunteer projects, including Summerfest, as well as new projects, like Recycle-a-Bike. Update Village with upcoming events for website.

- 7. Community Liaison.** Coordinate with school board and PTA on Safe Routes to School and other projects affecting the schools; contact business and property owners on all matters related to sidewalks and bike access to stores and restaurants; coordinate with other committees on overlapping agendas, e.g., Trails Committee (Van Cortlandt trail), new Arts Council (Village-wide design competitions for innovative bike posts).
- 8. Grant writer.** Research and apply for bike-ped related grants.
- 9. Archivist.** Organize, preserve, and provide access to historical documents; create space on Village website to review documents; draft history on BPC Committee.