

Term: \_\_\_\_\_  
(Month/Year of Expiration)

### **Invitation To As Serve Director**

The Reno Bike Project is a 501(c)(3) nonprofit Nevada corporation organized for the purpose of promoting cycling in the Truckee Meadows.

#### **Our Mission:**

Reno Bike Project (RBP) is a 501(c)(3) non-profit community bicycle shop and advocacy group committed to creating a nationally recognized, cycling-friendly community through advocacy, education, and cooperation in the Truckee Meadows.

#### **Reno Bike Project achieves its mission by:**

- Making cycling more accessible to the public through recycling and recirculation of used bikes into the community at affordable prices.
- Encouraging self-sufficiency by holding bicycle maintenance workshops and by providing a space for community members to repair their own bicycles rather than incur maintenance costs.
- Encourage bicycle activism by promoting and producing cycling related events for a variety of audiences.
- Advocating for cycling rights and cycling growth in the Truckee Meadows by working with public officials and other organizations that are key players in transportation planning.
- Complementing other local groups to encourage youth safety and cycling-related arts and culture, and contributing to Reno's continual growth as a diverse and vibrant community.
- Keeping an open mind to all cycling needs and ideas and helping to facilitate positive growth.

RBP's Board of Directors guides the organization, alongside its Executive Director, employees, and volunteers, governance, policymaking, and financial oversight to ensure the organization's financial security and overall success.

#### ***Members of the Board of Directors of Reno Bike Project serve for staggered 2-year terms.***

Directors are expected to serve on committees of the Board as well as participate on the Board as a whole. RBP currently has the following committees:

Governance  
Finance  
Strategic Planning

Directors are encouraged to bring their enthusiasm and passion to RBP. If there isn't a committee that suits your talents, it is within the power of the Board to create a new committee to channel your energies.

**Reassurances:**

- State of the Project Report at Annual Board Retreat
- Budget review via email prior to monthly BOD Meeting
- Support from the organization's staff

**Rewards:**

- Growing the cycling culture, resources, and community
- Meeting and working with a diverse group of people with common interests
- Discounts on RBP services and parts

Reno Bike Project shall indemnify and hold harmless any Board Member for any and all liability, claims, and damages relating to his or her service on the board, except for such liability, claims, and damages caused by his or her own gross negligence and/or intentional misconduct.

Board Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board President

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

**Board Service Commitment Pledge**

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of this organization, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations on my role as a board member.

**My Role:**

I acknowledge that my primary roles as a board member are (1) to contribute to defining the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.

My role as a board member will focus on the development of policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Executive Director, who determines the means of implementation.

**My Commitment:**

I will exercise the duties and responsibilities of this office with **integrity, passion, and joy** while having as much **fun** as possible (these are key values of the organization). I understand that my commitment includes the following obligations:

**Policy Making, Strategic Planning and Evaluation:**

- To adopt policies alongside the employees and volunteers that govern the organization in accordance with its mission and values.
- To participate in strategic planning processes which may include yearly evaluations and revisions of the business, strategic and outreach plans.

**Financial Oversight:**

- To help oversee the organization's budget and make decisions based on the knowledge that I, as a board member, am fiscally responsible.

**Fundraising:**

- To be responsible, along with the rest of the board, for collectively raising 5% of the annual budget. At the beginning of each fiscal year (January) the board decides how they will raise the money, and a fundraising committee will manage the progress.
- To make a donation to the organization in an amount that is personally significant annually.

**Personnel:**

- To evaluate the Executive Director. Major decisions regarding the hiring and firing of the Executive Director must take place in accordance with RBP's bylaws.
- To participate in recruitment, selection and development of other board and committee members.

**Time Commitments:**

- To place a high priority on attending and being punctual and prepared for all Board Meetings by having read the agenda ahead of time.
- To participate in at least one committees.
- To attend annual Board Retreat.
- To come to workshops and trainings related to bettering the work of the organization when they are arranged or made available.
- To attend at least half events of all major annual events (Bike Swap, Art Show, etc.; weekly workshops are not included).
- To attend a Volunteer Orientation if necessary, and work for 2 full days in the shop.

I also understand that certain acts and behavior deemed inappropriate, disrespectful, unlawful, or in general opposition to Reno Bike Project and the core values of the organization will serve as grounds for resignation.

**Grounds for Immediate Resignation:**

- Leaking confidential matters.
- Not serving as an ambassador in maintaining a professional and respectful demeanor.
- Acting on behalf of Reno Bike Project as a primary representative without awareness of Executive Director or BOD.
- Publicly or otherwise compromising or sabotaging the success, progress and/or integrity of the organization.

If, for any reason, I find myself unable to carry out the above duties as best as I can or

meet any of the bullets under the header Grounds for Resignation, I agree to resign my position as a board member/ officer.

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Board member's signature

Date

**Rights of Volunteer Board Members:**

1. To be fully informed about responsibilities, time commitment, organization, etc., before accepting the position of board member.
2. To have opportunities for orientation and continuing board training which will assist the board member to function effectively.
3. To be kept informed through accurate financial reports, management reports, regular and thorough briefings by staff, etc., about the operation of the organization.
4. To expect that volunteer time will not be wasted by lack of planning, coordination, or cooperation within the organization or within the board.
5. To be assigned jobs that are worthwhile and challenging with freedom to use existing skills or develop new ones.
6. To be able to decline an assignment if it is felt that the match of skills and interests is not appropriate.
7. To have experiences that provide opportunities for personal growth.
8. To be trusted with confidential information that will help the board member carry out assignments and responsibilities.
9. To request information on volunteer numbers and the success and effectiveness of their work, in addition to access to the evaluation process, which measures performance, based upon measurable, impartial standards.
10. To be recognized at appropriate times for one's work and involvement as a board member.

**Board Member Application Form**

**I HEREBY APPLY FOR A VACATED SEAT ON RENO BIKE PROJECT'S BOARD OF DIRECTORS.**

Print or type name in full:\_\_\_\_\_

Home Address:\_\_\_\_\_

Mailing Address (if different than residence)\_\_\_\_\_

Home or Work Phone:\_\_\_\_\_ Mobile Phone:\_\_\_\_\_

Email:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Current Employment and/or School Enrollment:\_\_\_\_\_

\_\_\_\_\_ Position:\_\_\_\_\_

Business Address (if Applicable):\_\_\_\_\_

**Applicable Experience:**

Please *briefly* describe your experience in the following areas, including names of organizations you worked with and dates. (We don't expect everyone to have experience in doing everything we are looking for, so writing "none" is perfectly fine!)

**Fundraising:**

**Working with volunteers:**

**Organizational skills/nonprofit work:**

**Community organizing/leadership:**

**Experience related to the fields of cycling, art, civil engineering or activism:**

**Previous experience on a board:**

**Brief Biography:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Interest:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_