

## Overall Authority

The board of directors establishes the policies, annual budget, strategic plans and fundraises to further the work and mission of the Los Angeles County Bicycle Coalition (LACBC). The board develops policies in the areas of governance, administration, finance, personnel, public relations and strategic direction.

The board, and its members, can be held to account by government officials (the state Attorney General and the IRS, among others) and can be sued for failing to meet their responsibilities with care or with loyalty. The LACBC Board has Directors and Officers ("D&O") Insurance to reduce the risk of personal loss for the individual board members if that should happen. Insurance can only protect against losses when the board or board member acted "in good faith."

## General Roles and Responsibilities

- Create LACBC's mission statement and review it periodically for accuracy and validity. Fully understand and support the organization's mission on an ongoing basis.
- Fundraises on behalf of the organization.
- Act as a steward for the organization by promoting the mission of LACBC, increasing community's awareness and support of LACBC's work.
- Attend orientation, training, and other board development activities, including attending retreats.
- Serve in leadership positions and undertake special assignments as needed.
- Suggest nominees for the board to the board governance/nominations committee.
- Speak on behalf of the board in an official capacity only when asked to do so by the executive director or president of the board.

## Governance

- Establish and assure the maintenance of acceptable management, fiduciary, and program policies and procedures in accordance with the laws governing nonprofit organizations and the bylaws of LACBC.
- Assure adequate organizational planning and strategy development, i.e., develop and oversee implementation of organizational strategic plans in 3-5 year increments.
- Assure that board members' decision-making is informed, i.e., through reading reports, such as board meeting minutes, financial statements, and/or committee notes; attending meetings; and otherwise making oneself familiar with the programs, plans, and operations of LACBC.
- Review and approve financial statements, year-end reports, and audits. Ensure proper financial controls are in place.

## Fundraising

- Approve LACBC's annual budget and monitor adjustments throughout the year to ensure adequate resources for LACBC to fulfill its mission.

- Support and promote fund and other resource development activities of LACBC including identifying prospective donors (individuals, corporations, foundations), and attending and promoting LACBC fundraising events.
- Attend and serve as a host for at least one fundraising event per year. Represent the board at the Fire Fly Ball, River Ride and other outreach events as schedule permits.
- Works with Fundraising Committee Chair to give or "get" a minimal financial contribution of \$2,500 to LACBC, on an annual basis.
- Maintains an annual membership at the \$100 level.

#### Meetings

- Prepare for and participate in 75% of board meetings per year, plus the annual retreat.
- Participate in at least one standing committee per year.
- Keep confidential the board's work in executive session and/or closed session, as well as activities related to development, until the board as a whole determines that board business should become general information.

#### Relationship with Staff

- Offer support and counsel when requested by the executive director.
- Staff (with the ED's approval) may seek advice or counsel from a board member in his/her area of expertise.
- Direct questions to and about staff through the executive director. Avoid making requests of the staff without prior consultation with the executive director.

#### Avoiding Conflict of Interest

- Avoid conflict of interest, and disclose any possible conflict of interest to the board president in a timely fashion. Have signed Conflict of Interest Policy on record for every board member.