

# Girls in Gear

## NATIONAL BOARD GUIDELINES



## Organizational Background

Girls in Gear helps riders build confidence on and off their bikes. We believe in inclusive, mentorship-based bike programming that emboldens girls by teaching life skills through bike skills. Established in the spring of 2021, Girls in Gear serves over 800 girls with our eight-week program sites and one-day clinics in New Jersey, Washington, D.C., Virginia, Pennsylvania, Ohio, and Maryland.

learn more at [girlsingear.org](https://girlsingear.org)



## About our National Board

The mission of the Girls in Gear National Board is to broaden the awareness of our programs, increase diversity within the volunteer community, and to raise vital funds to support the work and mission of the organization.

In collaboration with the Girls in Gear staff and Regional Board, the National Board participates in a variety of volunteer and fundraising activities to help sustain and deepen our mission in the areas we serve.

### The following is expected of National Board members:

- Knowing the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.
- Suggest possible nominees to the Board who are clearly individuals of achievement and distinction who can make significant contributions to the National Board's work and Girls in Gear's process.
- Serve in Leadership positions, undertake special assignments, and serve actively on committees willingly and enthusiastically when asked.
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established procedures.
- Follow trends in the organization's field of interest.
- Serve as a brand ambassador to Girls in Gear in the community and represent Girls in Gear at events and to potential partners and sponsors.

Please contact Amy Sullivan at [amy@girlsingear.org](mailto:amy@girlsingear.org) to get involved.

# Responsibilities

- Attend quarterly meetings:
  - Will prepare for and participate in National Board and committee meetings, including organizational activities.
  - Ask timely and substantive questions at National Board and committee meetings.
  - Maintain confidentiality of the National Board's executive sessions, and speak for the National Board or organization when authorized to do so.
  - Suggest agenda items periodically for the National Board and committee meetings to ensure that policy-related matters are addressed.
  - Review the content of the consent agenda prior to the National Board meeting and come prepared to meetings; any additional agenda items are to be sent 48 hours in advance.
  - Follow through on action items from National Board meetings and committee roles.
- Will uphold relationship with the staff:
  - Counsel the Board members as appropriate to offer support on their behalf when there are difficult relationships with groups or individuals.
  - Avoid asking for special favors or staff, including special requests for extensive information, without at least prior consultation with the Executive Director or National Board.
- Financial Responsibilities:
  - Exercise prudence with the National Board in the control and transfer of funds.
  - Faithfully read and understand the organization's financial statements and otherwise help the National Board fulfill its fiduciary duties.
  - Assist the development staff by implementing fund-raising strategies through personal influence with others.
- Avoiding Conflicts:
  - Serve the organization as a whole rather than any special interest group or constituency.
  - Avoid even the appearance of a conflict of interest that might embarrass the National Board or organization, and disclose any possible conflicts to the National Board in a timely fashion.
  - Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law.
  - Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.
- Additional Responsibilities:
  - Attendance at our quarterly National Board meetings, either in person or by phone/video conference.
  - Annual give/get financial commitment of \$10,000/year.
  - Attendance at a coach training session in either spring or fall session, every two years.
  - Attendance at least one networking event per year.



# National Board Roles

## Board Chair:

- Is a member of the National Board.
- Serves as the organization's chief volunteer.
- Is a partner with staff in achieving the organization's mission.
- Provides leadership to the National Board, who sets policy and to whom the Executive Director is accountable.
- Facilitates meetings of the National Board after developing an agenda developing agenda with the National Board.
- Encourages the National Board's role in strategic planning.
- Appoints the chairs of committees in consultation with the National Board.
- Serves as ex-officio as member members of committees and attends their meetings when invited.
- Discusses issues confronting the organization with the Executive Director.
- Helps guide and meditate the National Board actions with respect to organizational priorities and governance concerns.
- Reviews with Council Management any issues of concerns to the National Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising.
- Performs other responsibilities assigned by the National Board.
- Manages fundraising and various committees.
- Assists with specific goals or presidential duties as decided by the National Board Chair.

## President: (Also known as the Executive Director)

- Responsible for managing the organization's daily operations and directing the nonprofit to achieve its mission and vision.
- In the absence of the Chairperson of the National Board, or if there is none, the President shall preside at all National Board meetings.

## Vice President:

- Is a member of the National Board.
- Offers support to the National Board Chair and substitutes leadership when needed.
- In the absence or disability of the National Board President, the vice president shall perform the duties of the National Board President.



# National Board Roles

## Treasurer:

- Is a member of the National Board.
- Oversees a thorough and accurate set of books and paying bills (bank accounts, stocks/bonds, ledger, etc.).
- Oversees the filing of State/Federal financial reports in a timely manner.
- Gives the National Board a regular and complete treasurer's report at meetings or other scheduled times.
- Provides an annual budget to the National Board for member's approval.
- Ensures development and National Board review of financial policies and procedures.

## Secretary:

- Is a member of the National Board.
- Maintains records of the National Board and ensures effective management of records.
- Manages National Board minutes (records, copies, distributes for approval, files).
- Familiar with legal documents (Articles, By-Laws, IRS letters, etc.) to cite at meetings.

## Member-At-Large:

- Is a member of the National Board.
- Reviews documents prior to the meetings, speaking with other Board members or outside parties as needed, researching to investigate best practices or alternative options for the Board's best interest.
- Reviews all National Board minutes in preparation of meetings.
- Is responsible for a committee that best fits the needs of the organization as well as the Member-At-Large's skill set.
- Contributes to various volunteer efforts, decision-making needs, and strategic requirements of the organization.

# National Board Terms

National Board members shall be elected to hold office for two years and shall not hold office for more than five consecutive terms. After at least one year of not holding such office, a person may be eligible to subsequently hold such office, subject again to the term limit set forth in the preceding sentence. Each National Board member, including a Board Member elected to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been duly elected and qualified. The affirmative vote of a majority of the other National Board members shall elect each National Board member.

