**RENO BIKE PROJECT (a.k.a RBP)**

**BOARD MEMBER ROLES AND RESPONSIBILITIES**

Roles

* The board of directors is the highest level of decision-making and authority in a non-profit organization.
* The board’s role is to govern the organization.
* The board’s role is to direct the creation, administration, and evaluation of major policies.
* The board’s role is to ensure the effectiveness, credibility, and viability of the organization.
* The board’s primary role is one of oversight, leadership, direction, and policy setting.

As a board member, you are in a position of trust. You are entrusted with the role of ensuring the organization is governed effectively. In other words, you are elected or appointed to make certain that the organization has the necessary structures and processes in place to effectively manage the day-to-day operations. As a board member you do not manage day-to-day operations or become involved in any management aspect -- your role is governance.

Responsibilities

* You are responsible for understanding and demonstrating a commitment to the organization’s mission and purpose.
* You are responsible for contributing your skills, knowledge, and influence to the organization.
* You are responsible for informing yourself of the issues and trends that affect the organization.
* You are responsible for preparing for all meetings by reading minutes, reports, and other provided documents.
* You are responsible to attend all meetings.
* You are responsible to actively participate in meetings, by both listening and sharing your view and ideas.
* You are responsible for asking questions when you don’t understand or need clarification.
* You are responsible to support fundraising efforts and special events.
* You are responsible for understanding and monitoring the organizations financial affairs.
* You are responsible for ensuring the organization is complying with all legal and regulatory requirements.
* You are responsible for avoiding any potential conflicts of interest.
* You are responsible for understanding and maintaining confidentiality.
* You are responsible for upholding decisions made by the board.