

Board Director Guidelines 2023

Introduction

For over twenty-five years, Capital Bike has been promoting cycling in the Capital Region. We have excellent brand recognition and a strong reputation for delivering successful bike events during the year and for bike skills training.

We are a registered Charity and non-profit Society governed by a volunteer Board of Directors. Capital Bike's mandate is to get more people biking, more places, more often.

The Board consists of at least 8 and up to 14 Directors, as determined by the members. The Directors are either Directors-at-Large or have Executive roles. The Board's current Executive is made of 2 Co-Chairs, Secretary, and Treasurer. Each Director is elected to a two-year term and may stand twice for re-election.

Capital Bike's CRA approved charitable purposes are:

1. To advance education by providing classes, seminars, and workshops, and developing educational resources and tools, for the public, on the following topics: road safety education, including bicycle safety and maintenance, riding skills, and the laws that govern road users; impact of road violence on public safety; best practices for cycling infrastructure; and zero or low emissions modes of transportation.
2. To protect the environment by providing public information programs that encourage cycling and other zero or low emission modes of transportation, as well as related public amenities such as bicycle racks and lockers.
3. To advance education by carrying on research on the topic of infrastructure development for safe and accessible streets and disseminating the results of such research to the public.

Expectations for Board Members

It takes time to become familiar with Capital Bike's programs, strengths, and opportunities. Much of your first year will be spent getting acquainted with the Board's role and the way Capital Bike's has grown successfully for over the years.

You will be expected to become involved with one of the strategic initiatives and to contribute – owning action items that produce deliverables in a timely fashion.

Time commitments vary, but expect:

- Committing about 15 hours per month to Board duties, including:

- A 2-to-2.5-hour Board meeting every other month. Meeting materials are available in advance for Directors to review in advance so that this time can be spent on active discussion and decision-making
- Committee meetings and work as needed – Committees actively developing new projects can meet several times per month; other committees meet less often and use the time between meetings to work on deliverables
- Prioritising attendance at 2 or more significant events annually

A Director Must

- Be at least 18 years old
- Not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada
- Be an individual (a corporation cannot be a Director)
- Not be in bankrupt status.
- Not be “an ineligible person” as determined by the CRA Charities Directorate

Role of a Capital Bike Director includes:

- Ensuring that Capital Bike operates within its budget and mandate and fulfills its legal and financial requirements for non-profit societies
- Maintaining the relevance and effectiveness of Capital Bike policies
- Representing Capital Bike to the community – at events as well as in your sphere of influence – and informing the community about the work of Capital Bike
- Providing leadership by setting goals, objectives, and priorities for Capital Bike (collaborative effort)
- Attending all bi-monthly Board meetings (Approx. 6 per year):
 - Emailing or phoning if you will be absent or late
 - Reviewing Board Minutes, Reports, and preparing in advance for decision-making and policy formation at meetings
 - Preparing in advance for decision-making and policy formation at Board meetings, taking responsibility for self-education on major issues before the Board
- Being accessible for personal contact in between meetings
- Attending the Annual General Meeting
- Reviewing and following-up on Committee recommendations
- Using your personal and professional skills, relationships, and experience to advance the interests of Capital Bike
- Advocating for the needs of members
- Participating in donor contact and other charitable giving initiatives.

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Orientation

Either the Executive Director or the Chair will email you a welcome package to help you learn more about Capital Bike and your role as Board Director:

- Capital Bike Board of Directors' Orientation Manual
- Capital Bike Policies
- Capital Bike (Bike Victoria Society) By-laws