

**SOUTH BEND BIKE GARAGE, A 501(c)(3) BIKE CO-OP
THAT SERVES THE MICHIANA AREA**

What do Board Members do?

A Member of the Board of Directors of the South Bend Bike Garage is expected to help set organizational policy, provide strategic direction, ensure financial stability, and make a meaningful personal contribution to the Organization. Contributions may take the form of personal donations, time spent on recruitment for and/or directing committees, or leveraging personal connections with business, foundations, or other organizations to benefit the South Bend Bike Garage's operations.

What is expected?

Board Members are expected to regularly attend board meetings, understand and be able to articulate the mission of the Organization, be publicly supportive of South Bend Bike Garage, recruit others to volunteer, donate, and otherwise become involved with the Bike Garage's activities.

How much time does it take?

That depends on each board member's level of involvement. There are typically five regular board meetings per year which are scheduled for 1.5

hours each. Members may lead or participate in standing committees that have ongoing purposes (e.g., Marketing/Communications, Fundraising) or committees formed by the Executive Board for a specific, limited purpose (e.g., chairing SBBG's Back the Bend event, chairing a fundraising event). There are also numerous opportunities to volunteer throughout the year. The typical Board Member will spend a minimum of 12 hours per year volunteering.

What is the governance structure of the Organization?

The South Bend Bike Garage is currently led by a Board of Directors that includes a President, Vice President, Treasurer, Secretary (as Officers who comprise the Executive Board), and one At-Large Member. The Organization's bylaws allow for the Board of Directors to be expanded to include up to eleven (11) total Members.

Standing and special-purpose committees are formed by the Board to support the mission-driven activities of the South Bend Bike Garage. Each committee will be led by a Board Member, who will be responsible for making timely reports back to the entire Board. The Executive Director of the South Bend Bike Garage (if one is hired by the Board) will serve as an *ad hoc* member of every committee.