



## Board of Directors Information Sheet

Bikes for the World (BfW)'s mission is to recycle high-quality used bicycles and bicycle parts collected in the United States and distribute them to our partner organizations in developing countries that use the bikes in programs and activities aimed at improving the lives of their community members. Partner organizations seek to achieve this goal by providing affordable, clean, and healthy transport for work, education and health care, and generating skilled employment in bike repair and maintenance. Fulfilling this primary mission also helps fulfill several complementary missions of BfW:

- protecting the environment in the US and reducing waste by keeping unwanted but still valuable bicycles and parts out of the waste stream;
- providing community service opportunities for volunteers in the US, especially for those still attending school; and
- raising public awareness of the benefit of environment-friendly and safe transportation in the countries where our partners operate.

The BfW Board is composed of up to 15 directors who serve three-year terms; Directors may serve no more than two consecutive terms as elected members. The responsibilities of Board members are set out below.

### Time Commitment

Meeting Type	Frequency	Duration	Prep Time
Board meetings	Bi-monthly	2 hours	30-60 minutes
Initiative meetings	On demand	1-2 hours	30-60 minutes
BfW events	3-4 times/year	2-4 hours	Varies

### Board Initiatives

INITIATIVE	KEY ACTIVITIES
Grant Identification and Application	Find grant making organizations that align with BfW and nurture relationships
Service Club Relationships	Nurture relationships with local service clubs (i.e. Rotary) for collections and financial support
Online Fundraising Campaigns	Assist BfW staff in running online fundraising campaigns
Corporate Partnerships	Seek and develop partnership with related businesses for collections and financial support

New Board Member Recruitment	Help identify and recruit candidates for board positions
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### Demographics

We currently have 14 members on the board – 11 men and three women. Most range in age from mid-career to retired. We welcome new directors that will help us diversify the board on multiple dimensions.

### Role of the Board

The business and affairs of BfW are managed under the direction of the Board of Directors. Amongst others, the Board is responsible for: a) developing and approving a multi-year strategy for BfW; b) reviewing and approving an annual budget; c) reviewing and following up on an annual audit; d) discussing the Executive Director’s regular report on operations and other activities; e) reviewing regular financial statements prepared by the Treasurer; f) recruiting and approving new Board members; g) selecting and evaluating the performance of the Executive Director and other staff; and h) identifying and pursuing new partnerships and sources of finance.

### Board Member Responsibilities

BfW expects that all Board members be active and engaged by fulfilling the following responsibilities each year:

- 1. Attend Up to 10 Meetings Per Year**, including regular Board meetings every other month (six times/year) and committee meetings.
- 2. Contribute Annually** to BfW to the best of the member’s capacity, where BfW is one of his/her household’s top three supported organizations.
- 3. Fundraising.** In addition to making an annual contribution, Board members should contribute to overall fundraising by: (i) signing thank you notes or other donor letters, adding names to our donor base, or other actions as suggested by BfW’s Director of Development; (ii) attending collections/events/container loadings to build goodwill; (iii) requesting a donation of \$10/bike at collections.
- 4. Attend At Least Four BfW Collection/Community Events Per Year.** The primary purpose will be to greet/thank volunteers/donors and to act as a spokesperson/booster for the organization; Board members are free to choose those events that work with their personal schedule.
- 5. Attend Annual Award and Other Public Events.** Be an advocate for BfW in a wide range of venues.