Trips for Kids Board Member
Position Description

Thank You for considering joining the Board of Directors for Trips for Kids, a 501(c)3 San Rafael, California-based nonprofit corporation, headquartered in Portland, Oregon and operating throughout the U.S. and Canada! We hope that this document will help you to understand the roles and responsibilities of the Trips for Kids Board and individual Board members. After reading through this document, if you still have additional questions or concerns, please contact our executive director, Robert Alan Ping, at: robert@tripsforkids.org or 503.289.0441.

Vision:
We envision a world where kids from all walks of life have the opportunity to know the joy of riding a bike and the freedom to explore the natural world on two wheels.

Mission:
To provide transformative cycling experiences through a network of chapters that promote healthy, recreational lifestyles, environmental awareness, and personal empowerment for young people of all communities, especially those most in need.

For more information about Trips for Kids, please visit our website at: www.tripsforkids.org

Board of Directors Purpose:
The Board of Directors supports the work of Trips for Kids and provide mission-based leadership and strategic governance, acting with full authority and responsibility to develop policies for the operation of the organization. The Board monitors the organization’s financial health, programs and overall performance; and provides the executive director the resources needed to serve Trips for Kids’ constituencies. While day-to-day operations are led by Trips for Kids’ executive director, the Board-executive relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Board of Directors Responsibilities:

- Adopt key operating policies, ensure legal and ethical integrity, and approve major contracts as appropriate
- Hire, support and evaluate the executive director
- Protect assets and provide financial oversight, ensuring that Trips for Kids has the funds it needs and that it doesn’t spend beyond its means
• Create and update a strategic plan for the organization that will translate the organization's mission into objectives and goals to be used to focus energy and resources
• Ensure that Trips for Kids' mission is clearly stated and enthusiastically supported; enhance Trips for Kids' public standing
• Build and sustain a competent Board, select and support the organization's Board officers

**Board Member Rationale:**
Board members set corporate policies and goals and delegate authority to the executive director to implement such policies and goals in the day-to-day management of the organization. Individual members of the Board, however, have no authority to act independently of the full Board on policy issues. Board members who abuse their position this way may be disciplined or censured. Board members are also trustees of the organization who approve an annual budget that ensures it can meet its financial needs. In addition, Board members monitor the overall financial health of their organization by reviewing annual reports prepared by the executive director. The executive director retains responsibility for day-to-day operational expenditures. Individual Board members should attend all Board meetings and actively participate in them and serve on committees and/or as Board officers. Board members have the responsibility to know and fulfill their role in the organization and to act in the best interest of its constituencies.

**Board Member Terms/Participation**
Trips for Kids' Board members will serve a one-year term, to be eligible for re-appointment for one additional term, for a maximum of two years of Board service. Board members who have termed-out are still eligible to participate in Board committees and/or task forces, or otherwise volunteer with Trips for Kids. Board meetings will be held quarterly by phone and committee meetings will be held in coordination with full Board meetings. An in-person annual meeting will be held within the first quarter of each calendar year at a time and place designated by the Board.

All Trips for Kids Board members are required to sign a Conflict of Interest Statement, to protect Trips for Kids' interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of Trips for Kids or might result in a possible excess benefit transaction.

**Board Member Responsibilities:**
• Become knowledgeable about the organization
• Attend Board meetings regularly; review agenda and supporting materials prior to Board and committee meetings; come to Board meetings prepared and informed about agenda issues; maintain confidentiality of Board discussions
• Contribute to meetings by expressing a point of view; consider other points of view, make constructive suggestions and help the Board make decisions that benefit the organization's constituencies
• Represent the organization to individuals, the public and other organizations in a positive and professional manner; represent Trips for Kids to stakeholders; act as an ambassador for the organization
• Support Trips for Kids through attendance at special events and activities and through meaningful financial contributions
• Serve as a trusted advisor to the executive director as s/he develops and implements Trips for Kids’ strategic plan; keep the executive director informed of relevant community concerns; contribute to an annual performance evaluation of the executive director
• Review outcomes and metrics created by Trips for Kids for evaluating its impact, and regularly measure its performance and effectiveness using those metrics
• Approve Trips for Kids’ annual budget, audit reports, and material business decisions; remain informed of, and meet all, legal and fiduciary responsibilities
• Assist the executive director and Board chair in identifying and recruiting other Board members
• Partner with the executive director and other Board members to ensure that Board resolutions are carried out
• Assume Board leadership roles when asked; serve on at least one committee or task force and take on special assignments as needed
• Ensure Trips for Kids’ commitment to a diverse Board and staff that reflects the communities Trips for Kids serves

Fundraising
Trips for Kids Board members will consider Trips for Kids a philanthropic priority and make annual gifts that reflect that priority. So that Trips for Kids can credibly solicit contributions from foundations, organizations, and individuals, Trips for Kids expects to have 100 percent of Board members make an annual contribution that is commensurate with their capacity.

Board Member Qualifications
This is an extraordinary opportunity for an individual who is passionate about Trips for Kids’ mission and, preferably, who has a track record of Board leadership. Selected Board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board members.

Ideal candidates will have the following qualifications:

• Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
• A commitment to and understanding of Trips for Kids’ beneficiaries, preferably based on experience
• Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
• Personal qualities of integrity, credibility, and a passion for improving the lives of Trips for Kids’ beneficiaries

Service on Trips for Kids’ Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board members’ duties.