



Board of Directors Job Description

COTA's Board of Directors is the governing body responsible for the organization's financial health and implementation of its mission and vision. COTA is a 501c3 nonprofit with a mission to develop, protect, and enhance the Central Oregon mountain biking experience through trail stewardship, advocacy, collaboration, and education. COTA's vision is for a robust and diverse mountain biking experience that will endure for generations.

COTA's Board consists of up to 15 members. Board members are elected by COTA's membership and serve for a term of 3 years. Because COTA has a small staff, COTA's Board is very much a working Board, meaning members of the Board do much of the work of running the organization.

Board members should have a collegial spirit and a passion for stewarding Central Oregon's mountain bike trails. Desired skills include trail work, business management, fundraising, finance, law, IT, marketing, communications, advocacy, and more.

Board members are expected to spend a minimum of 15 hours a month on COTA business. Most Board members spend much more time than this due to their passion for our work. Being on COTA's Board of Directors is a volunteer position. Board members are not compensated for the work they do.

Board meetings are generally held monthly. Board members are expected to be well-prepared for and attend all meetings and may be subject to removal if they miss multiple meetings.

Each Board member officially fills one of the following roles:

- Officer (4): President, Vice-President, Treasurer, Secretary
- Chapter Representative (6): Bend, Crook County, Madras, Redmond, Sisters, and South Deschutes County
- Committee Lead (5): Advocacy and Partnerships, Communications and Marketing, Community Engagement, Development, and Education and Training

In addition, Board members are expected to take on additional tasks as needed to advance the organization's goals and engage with the communities we serve and to be good stewards of COTA's reputation.

Board members must maintain an active, paid COTA membership for the duration of their service. Board members are encouraged to support COTA's financial health by



participating in its fundraising efforts and by making the organization one of the primary recipients of their personal annual giving.

COTA strives to have a Board whose diversity reflects the community it serves. COTA looks at diversity broadly and inclusively and does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

If you are interested in running for COTA's Board and would like to speak with a current Board member to learn more, please email us [here](#).

POSITION DESCRIPTIONS:

President: The President is COTA's principal Officer and, in general, oversees COTA's affairs. The President works closely with the Executive Director, Executive Committee, and Board to set COTA's direction, ensure COTA's financial health, and oversee implementation of COTA's mission and vision. The President presides at Board meetings, represents COTA publicly, and helps resolve issues. Being COTA's President requires near daily attention and a willingness to do a wide variety of tasks as needed.

Vice-President: The Vice President performs the duties of the President in their absence and is a training ground for the President role. As a member of the Executive Committee, the Vice President helps define and support COTA's overall direction. Being COTA's Vice President requires near daily attention and a willingness to do a wide variety of tasks as needed.

Treasurer: The Treasurer is responsible for the proper management and control of all of COTA's funds and is a member of the Executive Committee. The Treasurer (1) records data and keeps appropriate financial records, (2) oversees income and expenditures, (3) leads the annual budget process, (4) reviews financial reports, (5) presents financial reports at Board meetings, (6) files taxes; (7) maintains appropriate insurance, and more. COTA's bookkeeper and staff support the Treasurer with many of these duties.

Secretary: The Secretary is a member of the Executive Committee. will perform or oversee the performance of the following duties: (1) record and keep the minutes of the meetings of the Board in one or more locations provided for that purpose; (2) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (3) be custodian of the corporate records; (4) keep a register of the contact information of each Director on the Board as provided by each individual Director; (5) ensure that all required state and federal reports are prepared and filed in a timely fashion;



and (6) perform or oversee all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board. COTA's staff supports the Secretary with many of these duties.

Chapter Representative: Each Chapter Representative serves as the leader and facilitator of one of the six COTA chapters in the communities of Bend, Crook County, Madras, Redmond, Sisters and South Deschutes County. Responsibilities include: (1) recruiting volunteers and COTA members in the Chapter's geographic region; (2) holding regular Chapter meetings to inform local members of COTA activities and to provide educational and training opportunities, (3) leading trail planning, building, and maintenance efforts in their Chapter, including organizing work events, (4) raising funds for COTA from local businesses and organizations, and (6) promoting COTA in their local communities. Chapter representatives must live in the chapter they represent.

Committee Lead: Committee Leads drive the work of COTA's five primary committees forward. The Committee Chair does a wide variety of tasks including (1) recruit and train committee members to ensure the committee has sufficient bandwidth to do the necessary work, (2) work with the committee to plan activities and divvy up the work, (3) set deadlines and keep the group on track to meet them, (4) convene and run meetings necessary to facilitate the work, and (5) participate alongside committee members in getting the work done.