



## KEY CITY BIKE BOARD OF DIRECTORS APPLICATION 2019

**Key City Bike is now accepting applications for the Board of Directors. Applications are due February 28, 2019.**

**Key City Bike's Mission:** RECYCLE. RECLAIM. EMPOWER.

We provide a free recycling service to our community with the mission to keep bikes out of the landfill. We train our volunteers on how to restore, repair and reclaim bicycles and bicycle parts. We empower our community members and volunteers through bicycle education of bicycle safety and mechanical skills.

Key City Bike aims to:

- “ Educate community members about cycling and bike mechanics.
- “ Provide a safe and positive workspace for anyone to fix their bicycle.
- “ Reduce environmental impact by up-cycling and recycling donated bicycles and parts.
- “ Expand bike culture.

**BOARD OF DIRECTORS:** Key City Bike is governed by up to a 10 member board. The KCB Nominations Committee is currently seeking candidates to fill 3 vacant seats on the Board to begin in March 2019. Monthly Board meetings are held the 2nd Monday of each month at 6:00 p.m.

**APPLICATION INFORMATION** Applications are now being accepted for the KCB 2019 Board of Directors. The Board is seeking individuals strong in fundraising and development, business management, facility development, nonprofit law and nonprofit management. In addition, the Board is seeking candidates skilled in bike mechanics but not required.

KCB will be making some major changes in the next few years which means launching a Capital Campaign. This is an exciting time for KCB but, there is much work ahead to achieve our goals.

The following packet contains the application to be completed and additional support materials about the Key City Bike Board of Directors. Attach additional pages and information as needed. **Applications are due by February 28, 2019** and positions will begin after the member meeting in March 2019.

If you have any questions, please contact Board Chair Brian Gosewisch at 507-340- 0603 or email at [toddskitchen@keycitybike.org](mailto:toddskitchen@keycitybike.org) Thank you for your interest in Key City Bike.



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BOARD OF DIRECTORS APPLICATION 2019**

**Name Address Preferred Phone Alternate Phone Email**

**Current/most recent employment experience Employer Position**

**Please answer the following questions** 1. Describe your past and present civic leadership and/or volunteer involvement.

2. Being selected to the KCB Board will be a rewarding experience. Please review the Board of Directors Position Description. Will your schedule allow for you to be a committed Board member?

3. What motivates you to serve on the KCB Board of Directors?

4. What skills or contributions will you bring to the Board of Directors?

5. What best describes your areas of expertise or skills? (please mark all that apply) \_\_\_ Accounting/Finance \_\_\_ Business Analysis \_\_\_ Facilities \_\_\_ Fundraising \_\_\_ Human Resources \_\_\_ Legal \_\_\_ PR/Marketing \_\_\_ Nonprofit Mgmt. \_\_\_ Event Management \_\_\_ Strategic Planning \_\_\_ Technology

6. What best describes your qualities? (please mark all that apply) \_\_\_ Visionary thinker \_\_\_ Critical Thinker \_\_\_ Connector \_\_\_ Leader

7. Additional information: What else would you like for us to know?

**Signature: Date:**

*Please return the form to Key City Bike, Attn: Brian Gosewisch, 204 East Vine Street, Mankato, MN 56001 or e-mail [toddskitchen@keycitybike.org](mailto:toddskitchen@keycitybike.org)*



## Key City Bike Position Description

**TITLE:** Members, Board of Directors

**REPORTS TO:** Board President

**RESPONSIBLE TO:** Each fellow Director and the KCB Membership

**ROLE:** To serve as a voting member of the Board of Directors for Key City Bike, developing policies, procedures and regulations, monitoring financial performance and the organization's programs and services.

**TERM:** 2 years, beginning March 2019 and ending March 2021.

There is no term limit.

### **TIME EXPECTATIONS:**

- Attend regularly scheduled monthly meetings of the Board of Directors; missing three regular Board meetings without advance notice could result in dismissal.
- Participate actively in one or more committees of the Board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities
- Attend, support and participate in special organization events.

### **OBLIGATIONS:**

- Fully understand and support the mission of the organization.
- Actively set policy and ensure that the organization has adequate resources to carry out its mission
- Hire, supervise and evaluate the Executive Director.
- Volunteer a minimum of 40 service hours for Key City Bike such as shop time, grant writing, attending board and committee meetings, representation at events, leading rides, etc..
- Monitor the organization's financial performance and legal responsibilities.
- Develop and monitor short and long-range planning and goals.
- Represent the organization to the public and private sector; serve as an advocate for the organization.
- Bring personal and/or professional expertise and that of others to support the mission of the organization.
- Be a KCB Member in good standing.
- Abide by the Duties of Care, Honesty and Loyalty.
- Duty of Care: Board members are fully informed and prepared to act effectively.
- Duty of Loyalty: Board members must put the interests of the organization first, above personal or professional interests.
- Duty of Honesty: Board members must act in accordance with the organization's stated mission and applicable policies.