

B.I.C.A.S.

BICYCLE INTER-COMMUNITY ART & SALVAGE



2001 N. 7th Ave, Tucson, AZ 85705
(520) 628-7950 www.bicas.org

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The BICAS Board governs the overall execution of the organization's mission. Principally, the Board is responsible for mission critical administrative activities such as: ensuring that the affidavit of tax exemption from property tax is prepared on time annually, ensuring that the annual report to the Arizona Corporation Commission is prepared on time annually, ensuring that we have adequate insurance, ensuring that the correct licenses and insurance are pulled for special events that involve the sale of alcohol, timely preparation of the annual informational tax return 990, Board recruitment, orientation, and retention. Additionally, the Board participates in the Workers Collective, which is responsible for day-to-day operations.

The Board of Directors has a minimum of 5 and a maximum of 25 voting members. Terms are for three (3) years. There are no term limits.

Board Member responsibilities include attendance regular board meetings (average 4 per year), as well as in-person and virtual participation in BICAS operating and administrative committees. There is also an annual retreat with the Workers Collective. Board members are also voting members of the Workers Collective and are encouraged to attend one of the two Collective meetings per month. Board members hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive quarterly regular Board meetings are missed without notice.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Mission Vision and Values statements, and others upon request
- Program Overview & Calendar of Events
- Email or call the Board President, Matt Harmon matt.harmon@bicas.org, with questions.

To apply:

- Submit the one-page Board Application (page 2 of this document) and your résumé to Matt Harmon matt.harmon@bicas.org. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the one-page application will be distributed to the Board Selection committee and will aid in understanding how you would like to contribute to BICAS' work.

Time and Financial Considerations

Meetings:

- Board Meetings- regular quarterly two-hour meetings
- Committee Work- generally virtual two hours a month
- Annual Retreat
- Once monthly Collective meeting- two hours – alternatively read the notes from these meetings
- Annual Silent Auction Fundraiser- board participation needed/required

Donations: As with any Board, members will be solicited for a cash or in-kind donations; 100% participation is sought; the amount is totally up to you and it also counts if you successfully solicit a donation.

