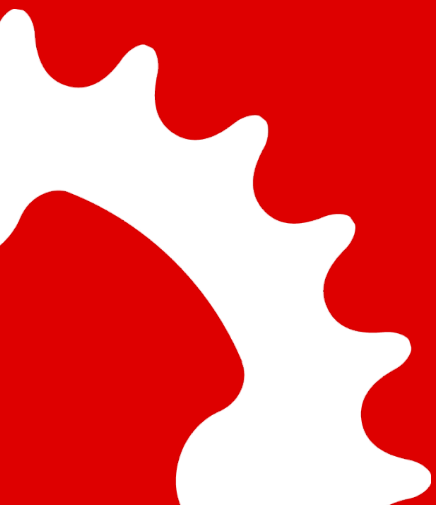


Michigan Scholastic Cycling Association

Board of Directors Overview



The Board of Directors for MiSCA is responsible for the governance of the organization - oversight, large-scale planning and determining and upholding the organization's mission and purpose. This is accomplished through the development of the mission statement and strategic planning for the organization.

The Board will work collaboratively with other stakeholders, including the Executive Director, staff and committee members, to set realistic goals that serve MiSCA's mission and vision and consider the needs of the constituency we serve.

Role of the Board

Board Members are responsible for:

- **Acting as the governing body for MiSCA by providing financial oversight and strategic planning for the organization**
- **Establishing an annual budget for the organization**
- **Approval of new activities and fundraising for the organization**
- **Monitor MiSCA's programs and committees**
- **Set expectations for and evaluate performance of the Executive Director**
- **Annual review of contracts for paid employees**
- **Attend board meetings**
- **Participate in at least one committee**

Member Roles and Responsibilities

President

- Leadership for board
- Preside over meetings of the board
- Prepare agenda for meetings of the board
- Oversight of the Executive Director through regular meetings to:
 - Review financial position
 - Review performance metrics for Executive Director
- Participate in at least one committee

Vice President

- Assume the responsibilities of the President in his/her absence
- Attend board meetings
- Participate in a least one committee

Secretary

- Record and keep the minutes of meetings of the board, distribute copies of the minutes prior to the next board meeting
- Attend board meetings
- Participate in a least one committee

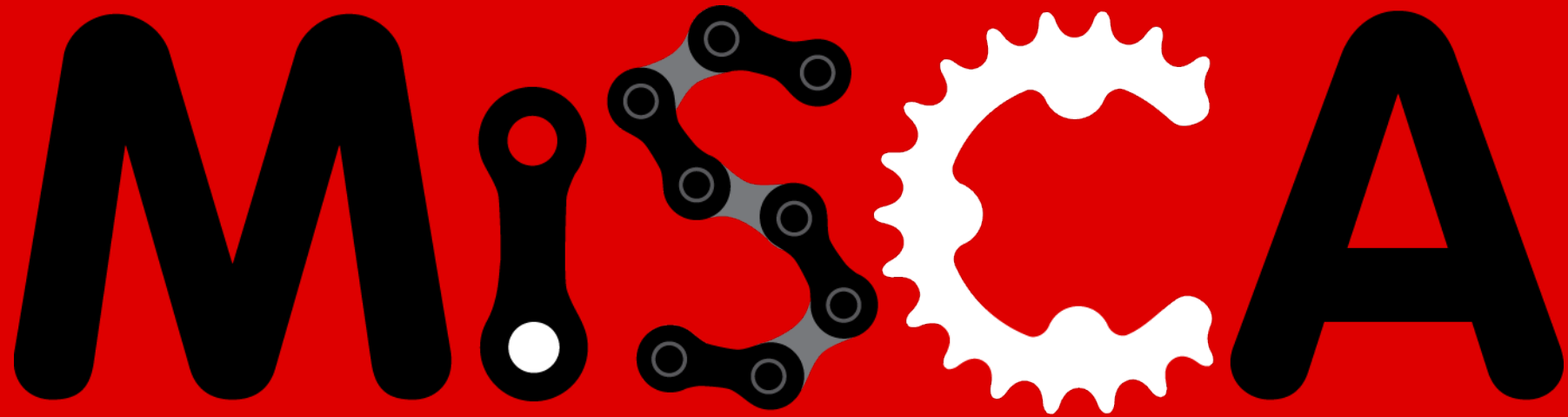
Treasurer

- Manage access to the organization's funds and outstanding bills or debts owed
- Maintain accounting systems
- Oversight and secondary approval of bill payments and expense reimbursements
- Coordinate with the Executive Director on finance matters:
 - Review of budget and balance sheets
 - Create and carry out financial policies including check signing authority, expense reimbursement, and credit card usage.
 - Provide support for annual tax return and audit
- Prepare financial position report for meeting of the board
- Attend board meetings

Officer Roles and Responsibilities

- Visit www.MiSCAbike.org/board to learn more about the current Board of Directors and MiSCA Staff.
- Use [this link](#) to submit an application to Join the Board!
- Contact Jodie Giles with any questions: jgiles@MiSCAbike.org
- Contact the Board: board@MiSCAbike.org

Learn More



Michigan Scholastic Cycling Association

Everyone Plays Every Minute

