

**Bike Winnipeg**  
**Terms of Reference DRAFT**

**A. Proposed Committees**

**a. Internal Committees:**

- i. Executive: Administrative, HR, day-to-day management related issues
- ii. Governance: How the organization works, organizational structure, by-laws, recruiting and orientating new board members
- iii. Finance: Budgeting and accounting, proposing and overseeing major expenditures
- iv. Policy: managing and monitoring the policies that have been approved, ensuring the organization follows these stated guidelines, communicating such guidelines , ensuring that they are documented and available to members

**b. External Committees:**

- i. Fundraising: identifying funding opportunities, developing a fundraising strategy, work with the ED to develop proposals, and to implement fundraising activities
- ii. Education: Identify and develop educational needs for cyclists, motorists and general public, develop educational strategy, work with ED to implement educational activities
- iii. Membership/Awareness: identify and develop ideas to attract and engage members, develop awareness strategy including new member recruitment, work with ED to implement membership activities
- iv. Government Relations: Provincial/city advocacy, monitor and identify advocacy needs, develop strategies and plans to address advocacy needs. Work with ED to implement advocacy strategy

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## Executive Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Mark for something here.

### 2. Purpose and Role

2.1. The purpose of the Executive Committee is to oversee the operational aspects of Bike Winnipeg.

### 3. Specific Areas of Responsibility

3.1. Administrative:

- Monitor and oversee the day-to-day operations of the organization including:
  - Communications with the executive, members and public
  - Monitoring

3.2. Human Resources:

- creating resources on safe cycling practices that can be shared with members of the public; and
- participate in community events and engage with members of the public to promote safe cycling practices.

3.3. Recommending policy and legislative changes includes collaborating with the Policy and Advocacy Committee [NTD: confirm name of advocacy/awareness committee];

- to ensure Bike Winnipeg policy statements conform with safe cycling practices; and
- to recommend legislative amendments that promote safe cycling practices.

### 3. Authority

3.4. The Executive Committee may hire, discipline and terminate staff as and if necessary.

3.5. Salary budgets (including raises) must be presented to the Board for approval; usually as part of the annual budgeting process undertaken by the Finance Committee;

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- 3.6. The Executive Committee shall determine a budget in collaboration with the Executive Director and Bike Valet Manager at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Executive Committee has the authority to spend amounts allocated to them in an approved budget.

## 4. Structure and Operations

- 4.2. **Membership** – The Executive Committee shall be chaired by a Co-Chair and shall consist of no less than one additional director and one member.
- 4.3. **Meetings** – The Executive Committee shall determine the frequency, manner and location of its meetings provided that the Executive Committee meets at least once every three (3) months.
- 4.4. **Reporting** – The Executive Committee shall provide a monthly written report to the Board that outlines the operational activities of the organization. This report may be written by the Executive Director.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Executive Committee and provides direct support to the operations under the direction of the Executive Committee.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Executive Committee is completed on a volunteer basis.

## 7. Ethical guideposts

- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Governance Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Mark for something here

### 2. Purpose and Role

2.1. The purpose of the Governance Committee is to oversee the governance aspects of Bike Winnipeg. The committee is responsible for legal and board governance for Bike Winnipeg.

### 3. Specific Areas of Responsibility

3.1. Legal responsibilities include:

- Ensure that the By-laws are accurate and propose and/or oversee any by-law changes;
- Ensure that annual filing and other governance reporting requirements are fulfilled;

3.2. Board governance includes:

- Overseeing the annual nomination and voting process for Bike Winnipeg Board of Directors:
  - Conducting and annual review of the board and directors to determine skills and knowledge available and identify knowledge and skill gaps;
  - Recruiting and soliciting director nominations to fill full vacant director positions;
  - Documenting and presenting appropriate background for nominated candidates at the annual general meeting;
  - Overseeing the voting process at the AGM.
- Orientating new board members;
  - Developing appropriate orientation materials
  - Conducting orientation activities as necessary to ensure new board members can contribute appropriately to the governance of Bike Winnipeg;

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## 4. Authority

- 4.1. The Governance Committee may determine if the organizational structure or governance by-laws require changes;
- 4.2. In conjunction with the Executive Committee develop and implement any organizational structure/reporting changes as needed;
- 4.3. The Governance Committee shall determine a budget in collaboration with the Executive Committee at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Governance Committee has the authority to spend amounts allocated to them in an approved budget.

## 5. Structure and Operations

- 5.2. **Membership** – The Governance Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.3. **Meetings** – The Governance Committee shall determine the frequency, manner and location of its meetings provided that the Governance Committee meets at least twice per year.
- 5.4. **Reporting** – The Governance Committee shall provide an annual written report to the Board that outlines the governance activities of the organization. This report shall be shared with members at the AGM

## 8. Resources and Supports

- 8.1. The Executive Director is an ex-officio member of the Governance Committee and may be available to provide assistance to various initiatives.
- 8.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Governance Committee is completed on a volunteer basis.

## 9. Ethical guideposts

- 9.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Finance Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Jeremy for something here.

### 2. Purpose and Role

2.1. The purpose of the Finance Committee is to monitor the financial health of Bike Winnipeg, actively seek out new sources of funding, and approve minor expenditures from the various committees.

### 3. Specific Areas of Responsibility

3.1. Create and manage an annual budget. The budget should include:

- A general reserve fund;
- A balanced budget of anticipated revenue and anticipated expenses for each project, including a 10% allocation to the general reserve fund;
- An allocation for the anticipated costs for each contract out of the general reserve fund; and
- An allocation for each committee out of the general reserve fund.

3.2. Monitoring the financial health of Bike Winnipeg includes:

- Accepting financial contributions, issuing receipts where appropriate, and depositing the contributions into the Bike Winnipeg bank account;
- Tracking and record expenses that form part of the budget; and
- Report to the Executive Committee, upon request, on the availability of funds for emerging or unanticipated expenses, such as committee expenses not included in an approved budget.

3.3. Actively seeking new sources of funding includes:

- Exploring and applying for grants, bursaries, donations, etc., that Bike Winnipeg has not previously received, including developing relationships with businesses and organizations that are in a position to contribute financially to Bike Winnipeg;

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- Renewing grants, bursaries, etc. that Bike Winnipeg has previously received, where appropriate;
- Collaborate with various committees to coordinate funding for specific projects and assist in preparing a budget for the project;
- Coordinating or participating in fundraising events that are designed to generate general revenue for Bike Winnipeg and are in keeping with the mission and values of Bike Winnipeg; and
- Participating in community events for the purpose of promoting Bike Winnipeg and soliciting donations from members of the public.

## 4. Authority

- 4.1. The Finance Committee may determine whether a particular source of funding is in keeping with the mission and values of Bike Winnipeg.
- 4.2. The Finance Committee shall determine a budget in collaboration with the Executive Committee at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Finance Committee has the authority to spend amounts allocated to them in an approved budget.

## 5. Structure and Operations

- 5.1. **Membership** – The Finance Committee shall be chaired by a Director and shall consist of one of the co-Chairs of the Board, and one additional director.
- 5.2. **Meetings** – The Finance Committee shall determine the frequency, manner and location of its meetings provided that the Finance Committee meets no less than one time each month.
- 5.3. **Reporting** – The Finance Committee shall provide a monthly written report to the Board that outlines the status of the budget and highlights any issues with the financial health of Bike Winnipeg.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Finance Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Finance Committee is completed on a volunteer basis.

## 7. Ethical guideposts

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- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.



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## Policy Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Charles for something here.

### 2. Purpose and Role

2.1. The purpose of the Policy Committee is to articulate the position of Bike Winnipeg on various cycling related issues such that committees and public representations on behalf of Bike Winnipeg are able to integrate such positions into their statements and initiatives.

### 3. Specific Areas of Responsibility

3.1. Articulating the positions of Bike Winnipeg includes:

- Consolidating positions taken by Bike Winnipeg on various issues into written policy statements; and
- Documenting and analyzing emerging trends and new evidence to be used in support of amendments to existing policy statements or for the purpose of developing new policy statements;
- Developing new policy statements in collaboration with the Board and by seeking input from members; and
- Managing Bike Winnipeg's consolidated policy statements so that they remain current and are readily available to committees, directors and members.

### 4. Authority

4.1. The Policy Committee may determine whether a particular policy statement is in keeping with the mission and values of Bike Winnipeg.

4.2. The Policy Committee shall recommend amendments to existing policy statements or the adoption of a new policy statement to the Board for approval by the Board.

4.3. The Policy Committee shall determine a budget in collaboration with the Executive Committee at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Policy Committee has the authority to spend amounts allocated to them in an approved budget.

### 5. Structure and Operations

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- 5.1. **Membership** – The Policy Committee shall be chaired by a Director and shall consist of one of the co-Chairs of the Board, at least one additional director, and at least one additional member.
- 5.2. **Meetings** – The Policy Committee shall determine the frequency, manner and location of its meetings provided that the Policy Committee meets no less than every three (3) months.
- 5.3. **Reporting** – The Policy Committee shall provide a monthly written report to the Board that outlines the recent initiatives of the Policy Committee and that recommends amendments to existing policy statements or the adoption of a new policy statement where appropriate. A representative of the Policy Committee shall include a verbal report of each recommended amendment to an existing policy statement or new policy statement for consideration by the Board and may provide a verbal report of any highlights from the report.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Policy Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Policy Committee is completed on a volunteer basis.

## 7. Ethical guideposts

- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Fundraising Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Mark for something here.

### 2. Purpose and Role

2.1. The purpose of the Fundraising Committee to develop a fundraising strategy that includes identification of opportunities and processes and procedures for implementing funding activities.

### 3. Specific Areas of Responsibility

3.1. The Fundraising Strategy will include:

**3.1.4.** sources of funds and plans on how these funds will be secured;

3.1.5. an implementation schedule delineating when and who will implement the activities;

3.2. Fundraising includes:

- Grants that are appropriate/applicable for Bike Winnipeg;
- fundraising activities and events;
- partnership fundraising activities and/or events; and
- membership donations/fees.

### 4. Authority

4.1. The Fundraising Committee may determine the content of the materials to be used to apply for funding grants, the amounts to apply for and the appropriate projects and/or activities pertinent to each funding opportunity.

4.2. The Fundraising Committee may determine the type and frequency of fundraising activities;

4.3. Once a funding grant is secured the funds become the responsibility of the Finance Committee to oversee and the activities related to the grand funding are monitored by the Executive Committee;

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- 4.4. The Fundraising Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Fundraising Committee has the authority to spend amounts included in an approved budget. The Fundraising Committee shall report on the budget at the following AGM.
- 4.5. Where no budget is approved, the Fundraising Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.6. The Fundraising Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

## 5. Structure and Operations

- 5.1. **Membership** – The Fundraising Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The fundraising Committee shall determine the frequency, manner and location of its meetings provided that the Fundraising Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Fundraising Committee shall provide a monthly written report to the Board that outlines the initiatives of the Fundraising Committee. A representative of the Fundraising Committee shall provide a verbal report of a few of initiatives included in the written report.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Fundraising Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Fundraising Committee is completed on a volunteer basis.

## 7. Ethical guideposts

- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Education Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Dave for something here.

### 2. Purpose and Role

2.1. The purpose of the Education Committee is to provide formal and informal cycling education opportunities to members of the public, policy makers and infrastructure planners, and to recommend policy and legislative changes based on safe cycling practices.

### 3. Specific Areas of Responsibility

3.1. Formal public education includes:

- providing a series of classes to the public that improve understanding of safe cycling practices; and
- host webinars in collaboration with other community organizations and interested professionals that promote safe cycling practices; and
- something on MPI?...

3.2. Informal public education includes;

- creating resources on safe cycling practices that can be shared with members of the public; and
- participate in community events and engage with members of the public to promote safe cycling practices.

3.3. Recommending policy and legislative changes includes collaborating with the Policy Committee;

- to ensure Bike Winnipeg policy statements conform with safe cycling practices; and
- to recommend legislative amendments that promote safe cycling practices.

### 4. Authority

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- 4.1. The Education Committee may determine the content of the materials to be used to promote cycling safety, including materials for formal classes and webinars and informal resources for general public distribution.
- 4.2. The Education Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Education Committee has the authority to spend amounts included in an approved budget. The Education Committee shall report on the budget at the following AGM.
- 4.3. Where no budget is approved, the Education Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.4. The Education Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

## 5. Structure and Operations

- 5.1. **Membership** – The Education Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The Education Committee shall determine the frequency, manner and location of its meetings provided that the Education Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Education Committee shall provide a monthly written report to the Board that outlines the initiatives of the Education Committee. A representative of the Education Committee shall provide a verbal report of a few of initiatives included in the written report.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Education Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Education Committee is completed on a volunteer basis.

## 7. Ethical guideposts

- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Membership/Awareness Committee Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Jeremy for something here.

### 2. Purpose and Role

2.1. The purpose of the Membership/Awareness Committee is to engage the public on cycling related issues, develop connections with community organizations that share common values with Bike Winnipeg, and encourage people to become members of Bike Winnipeg.

### 3. Specific Areas of Responsibility

3.1. Engaging the public includes:

- Attending community events for the purpose of engaging members of the public, learn about their cycling related issues and concerns, and discuss possible solutions supported by policy statements adopted by Bike Winnipeg;
- Coordinating public meetings for members and non-members to discuss, learn about, and explore solutions for various cycling related issues; and
- Developing resources and material for distribution that promote Bike Winnipeg.

3.2. Developing connections with community organizations includes;

- Actively participating in community organizations as a representative of Bike Winnipeg; and
- Striving to develop community connections in different areas of Winnipeg.

3.3. Encouraging people to become members of Bike Winnipeg includes;

- Ensuring membership forms are available to representatives of Bike Winnipeg attending community events;
- Identifying and articulating the benefits of membership; and
- Developing additional benefits of membership in partnership with community organizations;

### 4. Authority

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- 4.1. The Membership/Awareness Committee may determine the content of the materials to be used to promote Bike Winnipeg provided that the content is in keeping with the mission and values of Bike Winnipeg.
- 4.2. The Membership/Awareness Committee may determine how the material is to be distributed, including whether the material is to be distributed gratis, on a cost-recovery basis, or for the purpose of raising general revenue for Bike Winnipeg. Where the purpose is to raise general revenue, the Membership/Awareness Committee shall collaborate with the Finance Committee.
- 4.3. The Membership/Awareness Committee may engage community organizations on behalf of Bike Winnipeg and in accordance with adopted policy statements. The Membership/Awareness Committee may draft partnership agreements with community organizations that are subject to approval by the Board.
- 4.4. The Membership/Awareness Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Membership/Awareness Committee has the authority to spend amounts included in an approved budget. The Membership/Awareness Committee shall report on the budget at the following AGM.
- 4.5. Where no budget is approved, the Membership/Awareness Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.6. The Membership/Awareness Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

## 5. Structure and Operations

- 5.1. **Membership** – The Membership/Awareness Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The Membership/Awareness Committee shall determine the frequency, manner and location of its meetings provided that the Membership/Awareness Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Membership/Awareness Committee shall provide a monthly written report to the Board that outlines the initiatives of the Membership/Awareness Committee. A representative of the Membership/Awareness Committee shall provide a verbal report of a few of initiatives included in the written report.

## 6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Membership/Awareness Committee and may be available to provide assistance to various initiatives.



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6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Membership/Awareness Committee is completed on a volunteer basis.

## **7. Ethical guideposts**

7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.

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## Advocacy/Government Relations Terms of Reference

### 1. Background (Bike Winnipeg /BTTF)

1.1. Ask Charles for something here.

### 2. Purpose and Role

2.1. The purpose of the Advocacy/Government Relations Committee is monitor advocacy needs and to develop strategies and plans to address these needs.

### 3. Specific Areas of Responsibility

3.1. Advocacy means:

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### 4. Authority

4.1. .

### 5. Structure and Operations

5.1. **Membership** – The Advocacy/Government Relations Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.

5.2. **Meetings** – The Advocacy/Government Relations Committee shall determine the frequency, manner and location of its meetings provided that the Advocacy/Government Relations Committee meets at least once every three (3) months.

5.3. **Reporting** – The Advocacy/Government Relations Committee shall provide a monthly written report to the Board that outlines the initiatives of the Advocacy/Government Relations Committee . A representative of the Membership/Awareness Committee shall provide a verbal report of a few of initiatives included in the written report.

### 6. Resources and Supports

6.1. The Executive Director is an ex-officio member of the Advocacy/Government Relations Committee and may be available to provide assistance to various initiatives.

6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Advocacy/Government Relations Committee is completed on a volunteer basis.

### 7. Ethical guideposts

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- 7.1. I don't think we need this. We could have a central policy on certain things like using collaborative decision-making and ethically sourcing materials (whatever that means), although some of this would be included in Bike Winnipeg's Vision Statement.