

Information for Prospective Members of Pedal Power ACT Board

Last revised: April 2016

Pedal Power ACT Inc. (PP)

- is a not-for-profit association incorporated under the Associations Incorporation Act (ACT)
- is bound by Pedal Power ACT Inc **Rules** (as adopted at AGM 26 Feb 2013)
- its purpose: to promote the safe and convenient use of bicycles and other pedal powered vehicles (Rule 10)
- its mission: more Canberrans cycling more often for a better community
- is **governed** by its **Board** (voluntary elected positions)
- is **managed** by its **Executive** (chiefly by the paid Executive Officer)
- conducts its activities through paid **Staff** (Executive Officer (EO), Communications Manager, Office Manager, Program and Events Manager and Member Services Officer), and also through **volunteers**.

The Board and Executive

The Board comprises up to ten Board members all of whom are elected for a two-year term by members at an Annual General Meeting, or seconded by Board to fill a vacancy.

The **Executive** comprises the Officers (President, two Vice Presidents, Secretary, Treasurer) and EO. The President is elected at the AGM, the other Officers at the first Board meeting following the AGM. The Executive Officer is appointed by Board, and answerable to it.

The EO does not vote at any meetings but advises and participates in discussions.

Roles and Responsibilities of Members of the Board

Board provides governance for Pedal Power ACT. Governance is the structures and processes by which an organisation sets goals, monitors performance, maintains viability and ensures compliance with legal requirements and ethical standards.

Good governance allows PP to:

- have a 'big picture' vision and appropriate strategies to realise that vision
- be accountable to its membership



More Canberrans cycling, more often, for a better community

Cycling Advocacy

Recreational Rides

Five Peaks Challenge

Centenary Trail Blaze

Fitz's Challenge

Amy's Big Canberra Bike Ride

Ride to Work

Ride or Walk to School

Ride Safe to School Day

Cycle Facilities Rating

New Horizons

Bicycle Maintenance



- achieve its stated objectives
- support its staff and volunteers
- be financially viable

Board members' duties are similar to those of company directors. Board members govern and show leadership. Board members are subject to the requirements of the Associations Incorporation Act, and are required to declare any conflicts of interest.

Desirable Board member attributes:

- passionate about, and committed to Pedal Power ACT's success in fulfilling its purpose and mission
- have, or seek, a clear vision for PP and share it with members and stakeholders
- are keen to work on an effective Strategic Plan for PP to reach its vision
- are focused, disciplined and goal oriented in enacting PP's Strategic Plan
- are not complacent, are prepared to move out of their 'comfort zone', and seek innovative and new ideas to build PP and benefit its members
- are willing to work as a team for the organisation's benefit, while appreciating the value of other individual board members
- seek to ensure members are offered and receive the best service by
 - o supporting research of members' needs and expectations
 - o measuring and monitoring services' effectiveness, and adjusting accordingly
- desire to understand PP's strengths and weaknesses, and
 - o maximise the strengths and strengthen the weaknesses
 - o be aware of threats to the organisation
 - o see criticism as feedback for improvement
- seek to ensure all PP activities are monitored for effectiveness
- seek to ensure proper processes and systems are in place and are followed

Further information to inform prospective Board Members can be found on the website, specifically the document 'Guidelines on Pedal Power ACT Board and Executive Roles and Operational Overview for Board Members'

Board meetings and expectations

The Board meets in the evening - usually Monday or Tuesday (6:00-9:00 PM) about every 6 weeks.

The Executive meets more frequently - usually just before a Board meeting or on an ad hoc basis depending on operational requirements

The amount of additional time and potential workloads of individual Board members depends on their availability, skills and capacity to undertake a specific task and their willingness to undertake that task.



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