

Sacramento Area Bicycle Advocates
Board Service Agreement

Board Responsibilities

Members of the Board of Directors have three [primary legal duties](#):

1. **Duty of Care:** Ensure prudent use of all organizational assets, including facilities, staff, and reputation.
2. **Duty of Loyalty:** Prioritize the organization's mission above personal interest; disclose conflicts of interest; and make decisions in the organization's best interest.
3. **Duty of Obedience:** Ensure the organization complies with applicable laws, its bylaws, and its stated mission.

By signing this agreement, I acknowledge these responsibilities and commit to serving as an effective steward of SABA.

Board Member Commitments

1. **Representation:** Communicate the organization's work and values to the community and serve as a spokesperson.
2. **Meeting Attendance:** Plan to attend 100% of Board meetings, and if unable to attend, provide advance notice, review all materials, and submit questions or concerns via email before the meeting. There are 6 meetings a year.
3. **Log Volunteer Hours:** Log all volunteer hours (including Board meeting attendance) using SABA's volunteer management system ([Better Impact](#)).
4. **Event Participation:** Volunteer at at least one SABA event per calendar year; best efforts to attend additional special events.
5. **Financial Contribution:** Make a personal monetary donation or secure a monetary sponsorship of at least \$1,000 annually. If unable to meet the full amount, fulfill the remaining value through pre-approved volunteer service calculated at [California's current minimum wage](#). Volunteer hours must directly support organizational operations or strategic priorities.
6. **Sponsorship:** Secure at least one sponsorship for May is Bike Month, Velo Ball, or SABA's overall fundraising efforts.
7. **Fiduciary Duty:** Act in the organization's best interests; disclose and recuse yourself from discussions and votes involving conflicts of interest.
8. **Engagement:** Stay informed about organizational activities, ask questions, request information, and actively participate in decision-making on policies and Board matters.
9. **Collaboration:** Work in good faith with staff and fellow Board members toward shared goals.

10. **Financial Oversight:** Regularly review SABA's financial position and actively participate in annual budget adoption.

If I do not fulfill these commitments, I understand that the Board President or Executive Director will discuss my responsibilities with me.

Organization's Commitments to Board Members

1. **Transparency:** Provide financial reports and updates on organizational activities without request.
2. **Communication:** Offer regular opportunities to discuss programs, goals, activities, and organizational status with the Board President; Board members can request such discussions.
3. **Support:** Board members and staff will respond to questions and work in good faith with Board members toward shared goals.

If the organization does not fulfill these commitments, Board members can raise the matter with the Board President.

Acknowledgment and Agreement

I understand and agree to fulfill the Board member commitments outlined above and commit to serving Sacramento Area Bicycle Advocates with dedication and integrity.

Signature: _____ Date: _____

Printed Name: _____