

STREET collective

2019 Street Collective Committee Structure and Descriptions

The Street Collective (the “Collective”) will operate with a three-tiered committee structure consisting of:

- (1) Board-level ad hoc committees;
- (2) Board member-led standing committees; and
- (3) Member-driven and project-specific committees.

The committees and expectations under each tier are identified and described below.

Board-Level Ad Hoc Committees

1. Executive Committee

The Executive Committee will be made up of the Officers of the Board as identified in the Des Moines Bicycle Collective Bylaws, to be updated as the Street Collective Bylaws. The Executive Director will serve as a non-voting member of the Executive Committee. The Executive Committee shall have and may exercise the powers of the Board of Directors in the interim between Board meetings, except that the Executive Committee shall not have the authority to adopt a budget for the organization or to take any action that is a substantial departure from a policy set by the full Board of Directors. The Executive Committee shall meet as needed.

2. Governance and Human Resources Committee

The Governance and Human Resources Committee will be made up of up to three members of the Board of Directors, as determined by a vote of the Board of Directors. Preference will be given the Board members with governance, human resources or other relevant experience. The Governance and Human Resources Committee will meet as needed to discuss and advise the organization (primarily the Executive Director) on governance, personnel issues and the development of governance and human resources policies for the organization. The Governance and Human Resources Committee is largely an advisory committee with no specific authority to act on behalf of the organization, but can provide advice to the Executive Director or Board on actions to take.

3. Finance & Budget

The Finance & Budget Committee will oversee financial operations including reviewing financial and operating reports, monitoring implementation of recommendations made in annual audit reports, and budget development. The committee will make recommendations regarding specific customer/client invoicing and credit and collections situations. The Finance & Budget Committee will be led by a member of the Board of Directors, and up to four members of the Board may participate as determined by a vote of the Board. The Finance & Budget Committee will meet regularly, typically on a quarterly basis or as determined by the Committee.

Board Member-Led Standing Committees

1. Advocacy & Education

The Advocacy & Education Committee will develop concepts and suggested policies and strategies for implementation by the Collective. Among other things, the Advocacy & Education Committee will alert the Board and the public of upcoming city council or other meetings discussing relevant topics to encourage an active transportation community presence. The Advocacy & Education Committee will also alert the public of upcoming legislation to encourage contacting local representatives and develop and provide relevant talking points. Additionally, the Advocacy & Education Committee will create and maintain a list of local advocates able to keep up to date on projects and legislation. The Advocacy & Education Committee will be led by a member of the Board of Directors, and up to four members of the Board may participate as determined by a vote of the Board. The remainder of the Advocacy & Education Committee will be made up of members of the Collective and members of the public. The Advocacy & Education Committee will meet regularly—monthly or as determined by the Committee members.

2. Membership & Fundraising

The Membership & Fundraising Committee is responsible for the growth and development of Collective's membership and to identify and help implement successful fundraising strategies. The Membership & Fundraising Committee will recruit, retain, and promote membership as well as maintain a relationship with current members. The Membership & Fundraising Committee will work to incentivize membership, as well as set up a system for tracking membership expirations and renewal reminders. The Membership & Fundraising Committee will develop membership appreciation events and activities for members only. The Membership & Fundraising Committee will also identify fundraising opportunities through grants, individual donors, etc. The Membership & Fundraising Committee will be led by a member of the Board of Directors, and up to four members of the Board may participate as determined by a vote of the Board. The remainder of the Membership & Fundraising Committee will be made up of members of the Collective. The Membership & Fundraising Committee will be regularly as determined by the Committee members.

3. Shop & Operations

The Shop & Operations Committee oversees the daily and long-term operations of the Collective shop. Responsibilities include defining the long-term vision of the shop, developing and implementing systems to make the shop run smoothly and efficiently, negotiating leases and bike storage, and evaluating best methods for disposal of scrap and recycling. The Shop & Operations Committee will develop an employee manual and set expectations for new employees and develop a shop policy manual and set shop standards. The Shop & Operations Committee will be led by a member of the Board of Directors, and up to four members of the Board may participate as determined by a vote of the Board. The Executive Director will serve on the Shop & Operations Committee. The remainder of the Shop & Operations Committee will be made up of members of the Collective. The Shop & Operations Committee will be regularly, as determined by the Committee members.

4. B-Cycle Committee

The B-Cycle Committee will be responsible for identifying policies and procedures for the operations and long-term success of the Collective's bike sharing programs. This will include, among other duties, determining strategic visions for the bike sharing program, identifying expansion plans and sites for new stations, identifying sponsorship ideas of the bike sharing program, monitoring industry trends and ensuring that the bike sharing program is a visible part of the community. The B-Cycle Committee will be led by a member of the Board of Directors, and up to four members of the Board may participate as determined by a vote of the Board. The remainder of the B-Cycle Committee will be

made up of members of the Collective. The Executive Director shall participate as a member of the B-Cycle Committee. The B-Cycle Committee will be regularly, as determined by the Committee members.

Member-Driven/Project-Specific Committees

Member-driven/project-specific committees will be primarily driven by the membership of the Collective, but Board members and staff can participate or lead the Committee. These committees will further a particular project or group of projects (e.g., an event, Bike Month, bike valet opportunities, Sip & Swap, etc.). While the Committees will focus on specific projects, many Committees will be permanent, including Bike Month and Women Rolling Collectively. Some committees may be developed for a specific project and then be disbanded if no longer necessary. Members will work with the Executive Director to identify necessary committees, and the Executive Director will identify the committees to the Board at their monthly Board meetings. The number and scope of these committees will be reviewed by the Board periodically.