

TAMBA BOARD MEMBER HANDBOOK
14 November 2020

This handbook is a living document constantly updated, improved, and enhanced for accuracy and completeness. Please confirm with the TAMBA administrative assistant that you have the most current version.

The purpose of this handbook is to provide a baseline of information and expectations to all Board members. It consists of a collection of standalone documents as well as other relevant information.

Standalone documents:

- [Bylaws](#) -- lays out the structure and minimum responsibilities of the organization. The bylaws can be revised with a vote by the TAMBA Board.
- [Strategic Plan](#) -- a snapshot of the mission, values, vision, goals, and strategies for the next five years.
- [Organizational Chart](#) -- key personnel, contact information, and organizational relationship.
- Staff Position Descriptions -- specific responsibilities of staff personnel, currently the [Trails Coordinator](#) and [Administrative Assistant](#)
- [Conflict of Interest Policy](#) -- how and when to recuse from board decisions.
- [Annual Accomplishment Summary](#) -- most recent summary of TAMBA's accomplishments
- [Annual Financial Report](#) -- high level income and expenses summary
- [USFS LTBMU Volunteer Services Agreement](#) -- documents relationship with LTBMU so we can perform trail work

The Board meets on the 4th Wednesday of every month except for November and December when an alternate date may be selected. Each board member is expected to contribute to the TAMBA mission by performing both general (i.e., common) tasks and specific (i.e., unique) tasks. General Board tasks include:

- Recruitment -- members are elected to the Board for a two year term and turnover is continual. In order to keep the organization vital and effective, new member candidates must be continually recruited and considered.
- Fundraising -- all members must be aware of public and private support opportunities and funnel those potential opportunities to the fundraising specialist and/or the Board president.
- Public Interface -- all TAMBA volunteers, but especially the Board members are responsible to be public emissaries of the organization, its policies, and projects. It is contingent on all board members to be aware of current issues affecting mountain biking in the Tahoe Basin.
- Event support -- TAMBA organizes several events annually and board members are expected to participate in some capacity to make them successful.

- Trail building -- planning, building, and maintaining trail is the core mission of TAMBA and all board members are expected to contribute at least two days to these efforts annually.

Specific Board tasks are grouped into “roles.” Some roles are defined as “officer” positions in the bylaws, but additional roles are defined here. One or more of these roles may be adopted by a sitting Board member or they can be adopted by a person or group of persons who report to the Board.

- President -- Officer position that leads the organization and is accountable for all activities and actions. Also the primary point of contact for developing and maintaining partnerships external to the board.
- Treasurer -- Officer position that administers and manages financial assets and liabilities.
- Secretary -- Officer position that collects and publishes minutes of board meetings.
- Trails Director -- facilitates effective use of volunteer assets to plan, build, and maintain trails. This individual is generally a crew leader as well.
- Public Relations Coordinator-- generates fresh and consistent messaging across all media outlets. Lead person to develop a marketing strategy and increase membership.
- Human Resources Coordinator -- develops and updates policies and procedures to hire and manage paid staff. This position does not necessarily directly supervise staff.
- Legal Coordinator-- responsible for researching insurance coverage, managing conflicts of interests, waivers, raffles, and other issues relating to legal issues. May also help generate contracts.
- Logistics Coordinator -- order, manage, and maintain inventory of TAMBA “stuff” including hats, socks, shirts, etc.
- Fundraising Coordinator -- research and develop opportunities to generate funds for TAMBA activities and staff.
- Education Coordinator -- develop and manage educational programs including general rider ethics and youth activities.
- Events Coordinator -- schedule and initiate events including parties, Rose to Toads, Tahoe Mountain Bike Festival, etc. This position does not necessarily lead these efforts, but ensures the event is scheduled and a dedicated project lead is designated.

TAMBA is only successful because of its dedicated volunteers. These volunteers can be members of one or more of the following groups

- Board members -- formal guidance of the organization tasked with fiscal oversight, interface with funders and land managers, organizing events, and maintaining compliance with non-profit statutes.
- Leadership team -- a loose collection of volunteers who have an on-going interest in TAMBA’s success. They can be called upon to help organize and lead events, address trail maintenance issues, or provide expert advice and guidance.
- Crew leaders -- individuals who have completed formal crew leader training by US Forest Service Lake Tahoe Basin Management Unit personnel. Crew leader training focuses on leadership and crisis management skills/procedures and only briefly discusses trail construction practices. Senior crew leaders is not a formal group, but a

small collection of crew leaders with additional training and extensive experience leading crews and building trail.

Current Staff positions include:

- Trails Director -- directly manages trail building and maintenance efforts and is the primary point of contact with land managers. Develops funding strategies for trail projects and manages the contract workforce. Lead for developing the trails master plan. Helps ensure volunteer trail workers are appropriately trained and comply with land manager policies. This may become a full-time position.
- Administrative Assistant -- a part-time position accomplishing basic TAMBA administrative duties such as answering emails, collecting mail at the P.O. Box, sending donor-acknowledgement letters and associated gifts, organizing documents on Google Drive, managing the membership database, completing annual state filings, creating the monthly newsletter, and assisting the treasurer with supporting documentation.
- Bookkeeper -- a part-time contract position to record Click and Pledge transactions into QuickBooks online, process employee payroll, enter payroll transactions, and reconcile accounts.