

# LAB Bike Conference Leadership Transitions

Saturday, January 23, 2010



# Twin Cities Bicycling Club (TCBC)

- Recreational cycling club for Minneapolis-St. Paul
- 501c3 non-profit corporation
- 2,000 rides annually – mostly single day
- 2 annual rides
- 1,700 members; 3% average annual growth
- 170 Ride Leaders
- 40 Key Volunteers (membership, web team, etc.)
- No paid staff

# TCBC Board

- 9-member board
- Two-year terms
- Max of 6 years on board.
- Current board make-up.

# Leadership Transitions

## Key Components

# Succession Planning

- Forward looking--determine potential officers 2-3 years in advance.
- Solicit feedback annually from current board members on interest in officer positions.
- Include strong leaders in board make-up.
- May fail.... Board members may leave before their term expires.

# Staggered Board Terms

- Ensure equal mix of timing of terms expiring
- TCBC – all terms are two years
  - ½ expire in each of two years.
  - Most people stay on for their full term.

# Committees vs. Individuals

- Within Board, develop teams for key goals instead of relying on 1-2 key people.
- Include mix of incoming & outgoing board members.
- Spreads work around.
- Treasurer – QuickBooks Online.

# Annual Planning Session

- Encourage new officers to include outgoing board members and other KV's (focus-dependent) in annual planning session.

# Develop Long-Range Plan

- Aids 'new' board in knowing where org is heading
- Can pick up document and continue focus.
- Aids in knowing where issues lie.
- Annually, only need to update vs. start from scratch.

# Documentation

- Master Calendar Development
  - Planning document—anyone could pick up and know what key items the Board needs to be aware of. (show picture)
  - Available online

# Documentation (cont.)

- Policy/Procedure development
  - All 40+ key volunteer functions are documented, including Board
  - Aids in turnover
  - Stored centrally
  - Do it all at once vs. waiting until person decides to leave.
  - Was difficult to do! “Ownership” of KV role.
  - Difficult balance between individual vs. club needs.

# Board Member Selection

- Solicit board members well in advance of openings.
  - Nominating Committee – ongoing committee, looking for candidates throughout year.
  - Previously waited until two months prior.
- Invite potential board members to upcoming board meetings
- Encourage reading of past Board meeting minutes. Available online.
- Ask members when joining/renewing if interested in volunteer/board positions.
- Encourage KV's to run for board.

# Pre-Determination of New Officers

- Annually, ask current Board what their interest level is for officer position.
- Identify potential president 1 year in advance.

# New Board Member Orientation

- Soon after elected, hold new board member orientation with new & some old members. (list sections covered)
- Non-profit board training through outside orgs

# Online Processing

- Move towards centralized online processing
  - Allows for shared access.
  - Reduces risk if KV leaves.
  - Examples:
    - QuickBooks
    - Membership system
  - Sometimes difficult for people to relinquish control.

# Outgoing Officers

- Encourage outgoing president to attend board meetings for upcoming year.

# Recognition

- ALWAYS make volunteers feel appreciated!  
They are the lifeblood of the organization!

# Seek Outside Support

- Seek support from other non-profit organizations.

# Summary

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- B
- C
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