



CITA BOARD OF DIRECTORS

CORE JOB RESPONSIBILITIES

Central Iowa Trail Association (CITA) seeks to maintain an active Board of Directors that sets strategic direction, oversees policies, organizational financial health, and otherwise supports the organization in carrying out its mission. The CITA Board is a governance board which acts according to the best interests of the organization and within our legal obligations as directors and in accordance with organizational bylaws.

The following summarizes the major responsibilities of board members:

1. Develop leadership within the board and membership to strengthen the organization internally and externally to achieve its mission.
2. Set, evaluate and ratify policies and goals of the organization.
3. Establish and carry out long-range planning, develop a strategic plan for the organization and work to ensure successful execution.
4. Ensure fiscal accountability, approve, and closely monitor expenses and income. The board makes certain that all resources, including the time of volunteers and staff, as well as money, are used wisely.

Additional responsibilities of CITA Board members include:

1. All Board members must be an active IMBA member, as CITA membership is through IMBA.
2. Board members are expected to attend all meetings. The CITA Board currently meets the 1st Tuesday of every month.
3. All Board members must participate in one or more development activities that best fit the individual board member's skills, interests and resources. Activities include participation in the annual Dirty-Duathlon, Annual Winter Party, Iowa Bike Expo, meetings or events with donors, and membership drive.
4. Be an Engaged CITA volunteer. Board members often choose to volunteer in various ways to deepen their engagement and understanding of CITA operations. Opportunities include trail work, race support, event organization and more. Additionally, Board members may be asked to share their specific expertise with the board through emails, phone calls, and meetings.
5. Actively observe and participate in organizational communications.
6. Board members should expect to commit an average of 5 hours per month to Board meetings and other CITA activities.



QUALIFICATIONS

- Personal alignment with and passion for the CITA mission and values.
- Transparency, integrity, positive attitude and sensitivity to the needs of other directors, donors, members, and volunteers.
- Ability to provide leadership and stewardship of the organization's strategic direction, organizational development, and financial health.
- Ability to communicate with people of diverse races, ages, genders, abilities, and economic backgrounds. Prior experience working on diversity, equity, and inclusion issues a plus.
- Strong verbal and interpersonal communication skills.
- Expertise in one or more of the following areas: Fundraising, Advocacy, Leadership, Development, Finance, Government Relations, Human Resources, Law, Marketing/PR, Risk Management, Strategic Planning, Technology, Trails, and/or Board Service.

TERM

The CITA Board elects officers for a 2 year term. Currently the term starts with the February Board Meeting and ends at the January Board Meeting. At the end of the term and following a performance evaluation, board members may be nominated by the Board Nominating Committee for an additional term, up to a maximum of 3 terms totaling 6 years of consecutive service on the CITA board.

HOW TO APPLY

This is a volunteer position. Please submit a resume and letter of interest to info@centraliowatrails.com. The Board Nominating Committee and the Board of Directors, per the bylaws, will choose candidate(s) who in their judgment will best serve CITA. Board service is essential to the success of CITA and its mission, and we greatly appreciate the generosity shown by everyone who expresses interest.

CITA is committed to building a committed and diverse board of directors. Women and people of color are especially encouraged to apply.