



INFORMATION PACKET FOR PROSPECTIVE BOARD MEMBERS

Portland Wheelers
PO Box 11314
Portland, ME 04104
207-400-9370
portlandwheelers.org



Board Information Packet Includes:

- 1) Welcome Letter**
- 2) Who We Are**
- 3) Board Member Position Description
– Responsibilities & Qualifications**
- 4) Nominating Procedure**
- 5) Board Member Application**



Dear Prospective Board Member:

Thank you for your interest in Portland Wheelers, and for considering a role with our Board of Directors. This information packet has been prepared to provide you with general information about the organization, those we serve and our volunteers.

Membership in our Board of Directors is a meaningful way to commit your talents and energy to furthering the mission of Portland Wheelers. If you are interested in pursuing a Board position with Portland Wheelers, please complete the enclosed application and return it to me at the address below or via email.

Upon receipt, I will contact you to discuss the next steps in the Board selection process and answer any questions that you may have.

We understand that Board membership is not for everyone, and believe that there are many ways that individuals can support our organization. If, after review of the materials, you decide that you would prefer to support Portland Wheelers in a non-board role, please let me know so that we can discuss the opportunities available.

We are immensely proud of the work our organization is doing and look forward to the possibility of working alongside you as we continue the miles of smiles.

Sincerely,

Karen D Schilling
Board President
Portland Wheelers
president@portlandwheelers.org
207-712-2309



Who We Are

Our Mission: Outdoor Adapted Biking Fun!

Portland Wheelers provides Outdoor Adapted Biking Fun for people who cannot ride a bike on their own but would love to go for a ride.

- OUTDOOR - Research suggests that outdoor activity elevates mood, improves socialization, increases appetite, and enhances sleep.
- ADAPTED - Our trikes accommodate people with limited abilities. The front of the trike detaches from the rear frame to become a stand-alone wheelchair. Hoyer type lifts can be used to transfer individuals out of a bed and into the wheelchair.
- BIKING FUN - Our riders and volunteers are always smiling!

We serve people who can't ride a bike on their own. Our wheelers range in age from 5 to 105, with varying degrees of physical and cognitive abilities. We serve individuals with limited physical abilities, those with dementia and Alzheimer's disease. We also provide a rewarding experience to over ninety volunteers aged 21 to 75+. We partner with group residential facilities, adult day care programs, schools, and special needs programs to deliver rides on site at over 40 locations in Greater Portland.

We are a 501(c)(3) tax-exempt nonprofit organization founded in 2015. Portland Wheelers is mostly volunteer-led with a small and incredibly mighty staff.

Our volunteers are the heart of Portland Wheelers. Volunteer pilots pedal our trikes, engage with our wheelers (riders) and share with them the experience of our community on three wheels.

Our Board of Directors are also volunteers and oversee the management of many organizational functions: volunteer coordination, ride partner relations, trike maintenance and repair, community outreach, finance and development.



Position – Board of Directors

The Board supports the work of Portland Wheelers and provides mission-based leadership and strategic governance. While day-to-day operations are led by Portland Wheelers' Operations team, the Board-Operations team relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Together with the rest of the Board, each Director is responsible for ensuring effective and fiscally sound programs and operations by providing vision, leadership, advice, and direction to Portland Wheelers.

Qualifications

This is an extraordinary opportunity for an individual who shares our commitment, passion, and loyalty to the mission, vision and purpose of the organization. Portland Wheelers is committed to diversity and inclusion, and we seek an individual with the same commitment. We value the unique perspectives and ideas that individuals from diverse backgrounds offer. We believe this is essential to innovation and Portland Wheelers' long-term viability and growth.

Board Member expectations:

- understand the organization's mission, policies, programs, and needs.
- read and understand the organization's financial statements.
- serve as an active advocate and ambassador for the organization.
- prepare for, attend, and participate in at least 75% of board meetings held each year.
- participate fully in one or more committees.
- contribute financially to the organization to the extent able.
- provide 60 days' notice of intent to resign, if possible, to the board president.
- follow the organization's bylaws, policies, and board resolutions.
- sign an annual conflict-of-interest disclosure and update it if needed during the year.
- before any meetings, disclose potential or actual conflicts.
- maintain confidentiality about all internal matters of the organization.

Term: Board terms are three years. Term can be extended annually with no term limits. Meetings are monthly, usually on the third Tuesday in the evening at an office or home location in Portland.



Portland Wheelers' Board of Directors New Member Selection Process

1. The Board Governance Committee has prepared an application form for use in the Board Member Selection process.
2. The application form will be available for all individuals wishing to apply. The form is included on the next page.
3. The Board Governance Committee will review all applications submitted, schedule interviews as appropriate and prepare recommendations of new member candidates for approval by the full Board.
4. Candidate interviews will be held with at least two members of the Board Governance Committee.
5. All applicants will be informed of their status upon completion of the review and selection process.



Portland Wheelers' Board of Directors Application

Thank you for your interest in Portland Wheelers' Board of Directors. Please email this application and any other information you wish to share with us to:
president@portlandwheelers.org

If you prefer to submit this by mail, print and mail it to Portland Wheelers' Board Governance Committee, PO Box 11314, Portland, ME 04104.

Your Name: _____

Mailing Address: _____

Preferred Telephone Number: _____ Alt. Number: _____

Email Address: _____

Employer (if applicable) _____ Position: _____

Please answer the following questions on a separate page and include it with your application:

1. What intrigues you about serving Portland Wheelers as a board member?
2. Do you have prior nonprofit board experience? Please provide details.
3. What are your specific skills and interests? Do you have specific expertise you might contribute to Portland Wheelers as a board member?
4. What else would you like to tell us to help us get to know you?

Signature: _____ Date: _____

Please Print Your Name: _____