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Local Committees - Roles & Responsibilities

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This is not an exhaustive list nor are all of these roles expected to be filled, but Co-Chairs, Secretary/Minute-taker, Wiki/Website Coordinator and Communications Coordinator are very important to maintaining an effective committee.

These roles can be combined or modified to fit the needs of the committee and the skills/interests of its members. Please use the following descriptions as guides for what these roles can be and the approximate time needed per month.

ABOUT HUB CYCLING

HUB Cycling is a charitable not-for-profit organization that has spent over 22 years removing barriers to cycling in Metro Vancouver, while cultivating the health, environmental, and economic benefits that active transportation can bring. HUB has educated thousands of people, motivated thousands more, and championed improvements such as [#UnGapTheMap](#) to create a connected cycling network. HUB Cycling has more than 42,000 direct supporters. HUB Cycling has 10 volunteer committees across Metro Vancouver that encourages cycling for all ages and abilities (AAA) in municipalities across Metro Vancouver.

HUB Cycling’s mission is to get more people cycling more often. We make cycling better through education, action and events. More cycling means healthier, happier, more connected communities. We’re leading the way in making cycling an attractive choice for everyone.

HUB Cycling is committed to creating a welcoming, inclusive organization and to working with people and communities to support them to thrive and prosper. Diversity is integral to this commitment. Diversity among our members, volunteers, staff and Board of Directors allows us to better understand, connect to, and respond to the needs of HUB members and broader communities.

This policy provides a framework to which all other policies should conform. It provides direction to staff, members, volunteers, and the Board. Learn more at [bikehub.ca](#)



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Co-Chair (Two Positions)

Approximate time commitment: 4-10 hours / month

Roles and Responsibilities

If you are organized, enjoy guiding discussions with like-minded individuals, and want to work collaboratively with decision-makers to make cycling safer in your community, then this position is for you! You'll be supported along the way by HUB Cycling staff who can provide resources and other support.

In collaboration with the Co-Chair, you get to lead a passionate group of volunteers that meet monthly to get more people cycling more often through education, action, and events. HUB Cycling aims to have co-chairs for all Local Committees, to provide increased capacity, coverage of sick and vacation time, and succession planning.

Between Meetings:

- Prepare an agenda and email to members one week prior to meeting.
- Share meeting minutes within one week of meetings.
- Share priority news updates with committee members.
- Follow-up on outstanding action items.
- Follow-up with subcommittees.

During Meetings:

- Chair or Co-Chair meeting.
- Ensure all attendees are welcomed, included, and are encouraged to participate.
- Ensure that the meeting runs effectively and on-schedule and ensure all relevant matters are discussed.

Decision-making is done as a group, if there is no consensus on an issue the chair should be able to summarize points made and either make a recommendation that goes with the majority or determine to have further discussions either as part of a new subcommittee meeting or at the next regular meeting.

General:

- Maintain communication with the HUB Cycling's office staff.
- Willing to speak to external stakeholders or media or delegate to another committee member, about local cycling issues
- Facilitate the delegation of duties to other committee members
- Assist with writing, approval, and sending letters to decision-makers and other partners to get more people cycling more often.



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Secretary / Minute-Taker

Approximate time commitment: 2-3 hours/ month

If you are organized, quick on the keyboard, and are passionate about getting more people cycling more often in your community, then this position is for you! You'll be supported along the way by HUB Cycling staff who can provide resources and other support.

Roles and Responsibilities

Roles and duties of secretary can be easily split among multiple committee members. In the absence of a regular secretary or minute-taker, every meeting should begin with appointing a minute-taker for the duration of the meeting. The Chair should not be the minute-taker.

- Ensure that all new attendees have recorded their contact information to be added to email lists.
- Record who attends the meeting, the date, time and location.
- Take notes to record important parts of the discussion and any decisions and action items made for each agenda item, including due dates and who will take action.
- Ensure the minutes are completed and filed online (see Wiki Coordinator below) so others can find them and they can be circulated before the next meeting.



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Wiki Coordinator/ Webmaster

Approximate time commitment: 1-2 hours/ month

Do you love documentation and websites? Then this position is for you! You'll be supported along the way by HUB Cycling staff who can provide resources and other support.

Roles and Responsibilities

Local Committees are expected to upload their monthly meeting minutes and any other outward facing documents (ex. Letters to government, assessment ride reports, etc.) to their designated [wiki](#) page within one week of a meeting.

Wikis can be adapted and edited to be used however the committee sees fit. At the minimum, meeting minutes will be posted and saved to wiki.

This role can be combined with Secretary/Minute taker.



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Infrastructure Lead

Approximate time commitment: 4-10 hours/ month

Are you passionate about infrastructure, cycling facilities, transportation planning, and working to #UnGaptheMap? Do you have strong knowledge of the geography and developments in your city, and like to provide recommendations and feedback on how to make cycling facilities better in your city? Then this position is for you!

Roles and Responsibilities

The Infrastructure Lead is the go-to person in the committee for infrastructure in their local committee area. They keep abreast of current gaps in cycling infrastructure, as well as new and planned cycling facilities. Working together with co-chairs and other members of the committee, they liaise with decision makers, such as municipal and provincial staff to recommend improvements to cycling facilities, or to identify priority routes and work with decision makers to get cycling infrastructure built. The Infrastructure Lead is ideally not a co-chair, to disperse responsibilities and prevent burnout.

In committees with more active members and higher capacity, multiple members can take the lead on infrastructure matters and assign members as *liaison leads* for specific stakeholder groups, or form *working groups* for specific focus areas.

- Keep the committee updated on new and planned cycling facilities in the local committee's region
- Connect to and build relationships with municipal staff (engineers, planners, etc) to facilitate information-sharing and to advocate for improvements
- Update the Gap Map and Gap Priority List



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Communications Coordinator (Email & Social Media)

Approximate time commitment: 1-5 hours/ month

Do you love documentation and websites? Then this position is for you! You'll be supported along the way by HUB Cycling staff who can provide resources and other support.

Roles and Responsibilities

Each committee has an email address [city]@bikehub.ca. These addresses are publicly available on the website as well as published on business cards for the committee members to hand out. General inquiries about the committee, media requests and event invitations are often sent to these addresses as well as people who have had a negative experience on their bike will often contact the committees for support. The Email coordinator will:

- ensure that all relevant email sent to the @bikehub.ca address is dealt with in a timely and professional manner
- if unable to address a question or issue forward it to the chair(s) or other relevant committee members who may be able to help. In the meantime let the person know the message was received and is being looked in to

There will be times when sharing a personal opinion will seem appropriate - please always qualify with the phrase "in my opinion" to ensure distinction between your opinion and an official HUB Cycling position.



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Council Tracker

Approximate time commitment: 1-3 hours/ month

Do you like to keep on top of what city council is doing? So much of what is—and isn't done—is determined by city council putting forward and voting on motions. By keeping track of council, committees can understand what decisions are being made to focus our advocacy efforts. Being able to present voting record information during election periods is also very powerful in showing factual information about a councillor's bike-friendliness.

Roles and Responsibilities

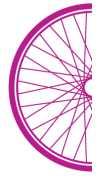
The Council Tracker stays on top of council meetings, identifying items in agendas and meeting minutes that pertain to cycling and active transportation to inform the rest of the committee, keep records, and identify opportunities for advocacy. The Council Tracker will:

- Read over the upcoming agendas and previous minutes of council meetings to identify cycling and active transportation (AT) related motions and votes
- Track how individual council members voted on cycling and AT related votes in a spreadsheet
- Report back to the committee on relevant discussions and motions in council to identify opportunities for advocacy



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Assessment Ride Leader

Approximate time commitment: 1-2 hours/ month

Do you love riding your bicycle? Of course you do! And when you ride, do you constantly take note of the little things on your bike route that seem off (missing pavement, broken crossing buttons, dangerous intersections, confusing signage)? This fun and flexible role is for you!

Roles and Responsibilities

- Organise and lead assessment rides of bike routes - both existing and new routes to be suggested.
- Facilitate document creation for the assessment ride notes. Leader is not responsible for all formatting and writing of the document, just to coordinate between those that participated on the ride.
- Once the draft for the assessment is completed it is shared with committee members for further input and approval for completion. Once finalized it will be documented online and shared with the appropriate government contacts.

Approx time commitment per month: varies depending on frequency and length of rides.



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Community Liaison

Approximate time commitment: 2-3 hours/ month

Do you love to connect with community members to establish relationships, find common ground, and discover opportunities to work together? So much in advocacy involves building relationships, alliances, and finding ways to work with community groups.

Roles and Responsibilities

- Connect with other community groups in your city to form and build on relationships
- Identify opportunities for the committee or head office to work together alongside other community groups
- Advance the equity goals of HUB Cycling by connecting with underrepresented and equity-seeking groups to advance common goals and get more people cycling more often from all different segments of society. This can include disability advocacy organizations, immigrant settlement organizations, pedestrian advocacy organizations, climate action groups, indigenous groups, DPACs, etc



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Events Coordinator

Approximate time commitment: varies depending on frequency and length of events

Interested in immersing yourself in your city's events and festivities? Do you enjoy sharing your passion for cycling and cycling culture? Then this position is for you!

Roles and Responsibilities

Many committees find it beneficial to attend local community events and festivals to help promote HUB and biking in general, by hosting a table or info area. This is a great way to get new people to join the local committee. The committee as a whole will usually decide which events to attend throughout the year, the Event Coordinator will then assist with the logistics of getting necessary volunteers and materials to the event.

- Organize and coordinate Local Committee events
- Connect with local community events to see if HUB can have a presence
- Assisting with recruiting volunteers and gathering necessary materials for events



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Treasurer

Approximate time commitment: 1 hour or less

Enjoy keeping close track of the finances? Then this position is for you!

Roles and Responsibilities

Committees have an annual budget of \$400 per fiscal year (April 1 - March 31). Committees are free to use this money for committee-related expenses.

- keep track of committee spending to ensure the committee does not go over the \$400 annual budget (fiscal year is April 1 - March 31)
- submit receipts to the HUB office for reimbursement
 - scan the receipt and email it to admin@bikehub.ca copying the committee Chair with details in the body of the email as to what the purchase was for
 - include full name and mailing address of the purchaser as a cheque will be mailed