

**PROSPECTIVE C4 BOARD MEMBER MEMORANDUM OF UNDERSTANDING**

If I am elected to serve on the Board of Directors of the Cross Creek Cycling Club, I will:

- Read and understand the affiliate’s bylaws (copy attached), operations manual and other pertinent information pertaining to the Cross Creek Cycling Club
- Work diligently to carry out at the responsibilities of my office as stated in the C4’s bylaws and implied by reason of the proper execution of the management of that area of the organization’s mission that I am elected to be a part of, manage and/ or oversee;
- If appointed as a committee chairperson, promptly form and maintain a committee of sufficient size and composition to carry out vigorously and competently all the duties and responsibilities of my office;
- Identify and train a member of the committee as the “next in charge” (vice chairman) who is able to act in my stead for any reason and who is willing to assume the chairmanship of the committee should I be unable or unwilling to continue to chair the committee or should I be absent for any reason;
- Conduct frequent, regularly scheduled meetings of the committee for which I am responsible with pertinent agendas to further the mission, work and objectives of the Cross Creek Cycling Club;
- Ensure that a written record is made of all the pertinent activities that take place at these committee meetings and other planning meetings of the committee, and that these written records are promptly provided to the Cross Creek Cycling Club and made available to the other members of the Cross Creek Cycling Club Board of Directors as required; and
- Ensure that matters discussed in board meetings and other meetings of the affiliate are held in the strictest confidence. This is especially important regarding the status of C4’s finances since they can not be properly understood without a complete understanding of C4’s Overall Plan and its standing commitments.

Prospective Board Member’s Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Nominator’s Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_