

**Bike Winnipeg  
Terms of Reference Project  
Kaye and Loren  
August 2013**

**A. Proposed Committees**

**a. Internal Committees:**

- i. Executive: Administrative, HR, day-to-day management related issues
- ii. Governance: How the organization works, organizational structure, by-laws, recruiting and orientating new board members
- iii. Finance: Budgeting and accounting, proposing and overseeing major expenditures
- iv. Policy: managing and monitoring the policies that have been approved, ensuring the organization follows these stated guidelines, communicating such guidelines , ensuring that they are documented and available to members

**b. External Committees:**

- i. Fundraising: identifying funding opportunities, developing a fundraising strategy, work with the ED to develop proposals, and to implement fundraising activities
- ii. Education: Identify and develop educational needs for cyclists, motorists and general public, develop educational strategy, work with ED to implement educational activities
- iii. Membership/Awareness: identify and develop ideas to attract and engage members, develop awareness strategy including new member recruitment, work with ED to implement membership activities
- iv. Government Relations: Provincial/city advocacy, monitor and identify advocacy needs, develop strategies and plans to address advocacy needs. Work with ED to implement advocacy strategy