

Cycling NWT – Board of Directors Description

The Board of Directors of Cycling NWT provides leadership, governance, and strategic direction for the organization. Board members are responsible for representing the interests of the cycling community across the Northwest Territories and helping to grow the sport at all levels, recreational, competitive, and developmental.

Elected by the membership, the Board works collaboratively to support events, policies, and programming that make cycling more accessible, inclusive, and sustainable throughout the territory.

The Board is composed of:

- **President**
- **Vice President – Finance and Administration**
- **Vice President – Cycling for All**
- **Vice President – Development**
- **Up to 4 Members at Large**

Each Director serves a **two-year term** and is expected to attend Board meetings (virtual or in person), participate in committees or projects as needed, and act as an ambassador for Cycling NWT in their community and region.

Whether you're passionate about athlete development, active transportation, event coordination, or community engagement, there's a place for you on the Cycling NWT Board.

Absolutely! Here's a detailed breakdown of each **Cycling NWT Board of Directors position**, including their **portfolio focus and job description** — great for use in your nomination materials, website, or onboarding packages.

President

Portfolio: Leadership & Governance

The President is the primary leader and representative of Cycling NWT.

Responsibilities:

- Preside over all Board and general meetings.
 - Provide strategic direction and guidance for the organization.
 - Act as the official spokesperson and liaison with partners, funders, and sport organizations.
 - Support Board members and staff in achieving organizational goals.
 - Ensure alignment with the mission, vision, and values of Cycling NWT.
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Vice President – Finance and Administration

Portfolio: Finances, Budgets & Organizational Operations

The VP – Finance and Administration ensures responsible financial management and operational oversight.

Responsibilities:

- Oversee the preparation of budgets, financial statements, and reports.
 - Work with staff or volunteers to manage funding, grants, and reporting deadlines.
 - Ensure compliance with policies and financial procedures.
 - Support administrative tasks including governance documents and meeting logistics.
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Vice President – Cycling for All

Portfolio: Community Engagement & Inclusion

The VP – Cycling for All champions inclusive and accessible cycling across all communities and demographics.

Responsibilities:

- Promote recreational cycling, commuting, and safe cycling education.
 - Build partnerships with schools, communities, and local programs.
 - Represent the interests of youth, women, Indigenous, and underserved populations in cycling.
 - Support outreach events like group rides, safety clinics, and awareness campaigns.
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Vice President – Development

Portfolio: Athlete, Coach & Official Development

The VP – Development focuses on the performance pathway and sport excellence.

Responsibilities:

- Support athlete development from grassroots to high-performance levels.
 - Promote coaching certification, mentorship, and official development.
 - Coordinate talent ID, training camps, and multisport games preparation.
 - Liaise with national sport organizations and contribute to technical program planning.
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Members at Large (Up to 4)

Portfolio: Flexible Support & Regional Representation

Board Members at Large contribute their skills and perspectives to a variety of initiatives.

Responsibilities:

- Participate in Board meetings and contribute to strategic discussions.
 - Take on special projects (e.g., communications, fundraising, event planning).
 - Represent local or regional cycling perspectives.
 - Support other Board portfolios as needed, depending on personal expertise or interest.
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