

| Role | Description | Approximate Monthly Volunteer Time |
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| President | Responsible for leading Board meetings, bike club policies, problem solving, attends board meetings | 1 hr per month, plus mtg |
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| Vice President | Responsible for setting up monthly membership meetings and obtain speakers for each meeting and attends board meetings | 1 hr per month, plus mtg |
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| Treasurer | Responsible for money (paying bills) and reporting out at the monthly NVP Board meeting the financial status and attend board meetings; complete annual tax forms; calculate and pay insurance | 1 hr per month, plus mtg |
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| Clerk | Responsible for taking the monthly Board meeting minutes and sending out in a timely manner (do we want to provide a timeframe?) and attend board meetings; send out annual report to secretary of state | 2 hrs per month, plus mtg |
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| Director at Large (1 of 3) | Responsible for attending NVP Board meetings and assisting with special projects when required | 30 min, plus mtg |
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| Director at Large (2 of 3) | Responsible for attending NVP Board meetings and assisting with special projects when required | 30 min, plus mtg |
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| Director at Large (3 of 3) | Responsible for attending NVP Board meetings and assisting with special projects when required | 30 min, plus mtg |
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