



INFORMATION PACKET & JOB DESCRIPTION

FOR PROSPECTIVE BOARD AND COMMITTEE MEMBERS

TabiMOMS, Inc.
3069 Alamo Drive, #1026
Vacaville, CA 95687
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www.tabimoms.org



Board Information Packet Includes:

- 1) Welcome Letter
- 2) Our Work
- 3) Our Services
- 4) Board/Committee Member Position Description – Responsibilities & Qualifications
- 5) Nominating Procedure
- 6) Board/Committee Member Applications



Dear Prospective Board/Committee Member:

Thank you for your interest in TabiMOMS and in considering a role with our Board of Directors and/or Committee. This information packet has been prepared to provide you with general information about the organization and our vitally important programs.

Membership in our Board of Directors and/or Committee is a meaningful way to commit your talents and energy to furthering the mission and vision of TabiMOMS. If you are interested in pursuing a position on TabiMOMS Board and/or Committee, please complete the enclosed application and email it back to me at the address below, or complete the application on TabiMOMS website at www.tabimoms.org.

Upon receipt, I will contact you to discuss the next steps in the Board/Committee selection process and answer any questions that you may have.

We understand that Board/Committee membership is not for everyone, and there are many ways that individuals can support our organization. If, after review of the materials, you decide that you would prefer to support TabiMOMS in a non-board/committee role, please let me know so that you can be matched to the appropriate role.

We are immensely proud of the work our organization is doing and hope that you will join us in furthering our endeavors.

Sincerely,

Courtney Davis
Founder/Executive Director
(707) 563-5272 (o)
tabimoms@gmail.org
www.tabimoms.org



What We Do

TabiMOMS equips families with the tools to imagine an equitable and morally competent professional system that best serves the community. Through education, professional networking, and peer support, we aim to advocate for policies that support our youth in improving their mental and behavioral health wellness.

Projects

TabiMOMS is a California community-centered organization that is committed to creating a world where mental and behavioral health services are readily available and accessible to everyone, regardless of their background or socioeconomic status. Our unique approach sets us apart from other mental health organizations as we equip families to advocate for change in their communities. We believe that by working together, we can create a system that is equitable, sustainable, and responsive to the needs of all individuals.

Who We Are

TabiMOMS is dedicated to eradicating barriers to access of the mental and behavioral health systems that have systematically and historically excluded communities. We seek to meet the needs and advance overall wellness and outcomes for families of adolescent and transitional aged youth (ages 16 to 25) with a mental health diagnosis who identify as Black, Indigenous and People of Color (BIPOC), single parent (guardian) households, LGBTQIA2S+ who are impacted by foster care and/or the criminal justice systems.

How Do We Help?

We envision implementing unbiased, approachable crisis models that will reflect a level of response and intervention that is most appropriate.

TabiMOMS will aid families of transitional aged youth to identify, screen and assist with the assessment of cultural affirming mental health, wellness and social support services.

Through collaborative efforts, TabiMOMS and aligned community partners, will provide outreach services with care and dignity to populations that have been historically marginalized and left experiencing multiple barriers to care and treatment. Our alliance will respond with a relevant crisis after care plan that will be managed as it incorporates a process of destabilization and follow up care with specified multidisciplinary team members.

Recognizing how the associated trauma, lack of resources and overall effect of such experiences has on households, TabiMOMS will put forward the necessary resources to directly support sustainable growth and equality for impacted families.



Our Commitment

At TabiMOMS, we hold the following values:

- **Equality:** We believe that everyone deserves equal access to mental and behavioral health services.
- **Integrity:** We operate with transparency and honesty, putting the needs of our community first.
- **Empathy:** We prioritize understanding and empathy towards all individuals and their experiences, regardless of their background or experiences.
- **Collaboration:** We work collaboratively with individuals, families, communities, and organizations to create positive change.
- **Education:** We believe in educating individuals and families empowers them to take control of their mental and behavioral health.
- **Inclusion:** We will ensure individuals, families and communities are recognized, respected and empowered, free of judgment.
- **Diversity:** We believe the cultivation of experiences will guide our organization with the services and support that best reflects the needs of the individual, family and community.



Position – Board of Directors

The Board/Committee will support the work of TabiMOMS and provide mission-based leadership and strategic governance. While day-to-day operations are led by TabiMOMS Executive Director, the Board, Committee and ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Together with the rest of the Board/Committee, each Director/Member is responsible for ensuring effective and fiscally sound programs and operations by providing vision, leadership, advice, and direction to TabiMOMS.

Specific Board/Committee Member Roles and Responsibilities Include:

Leadership, Governance & Oversight

- Serving as a trusted advisor to the ED as she develops and implements TabiMOMS strategic plan.
- Reviewing outcomes and metrics created by TabiMOMS for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Reviewing agenda and supporting materials prior to board and committee meetings.
- Approving TabiMOMS annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the Executive Director.
- Assisting the Founder and Board Chair in identifying and recruiting individuals for potential membership on the Board of Directors and its Committees.
- Partnering with the Founder and other board/committee members to ensure that board/committee resolutions are carried out.
- Serve on committees or task forces and taking on special assignments (Board of Directors) .
- Representing TabiMOMS to stakeholders; acting as an advocate and ambassador for the organization.
- Ensuring TabiMOMS commitment to a diverse board and staff.



Board/Committee Terms And Participation

TabiMOMS Board/Committee Members will serve a one (1) year term. Board meetings will be held monthly and committee meetings will be held quarterly and in coordination with full board meetings. Board/Committee Members will be expected to:

- Maintain knowledge of current programs and staff of TabiMOMS.
- Be accessible, at least by phone and email, to staff and other Board Directors/Committee Members as needed.
- Contribute at least 6-10 hours per month in working for TabiMOMS on Board related activities.
- Fulfill commitments within the agreed upon deadlines.
- Be loyal to the organization.
- Hold in confidence any proprietary information given to Board Directors and Committee Members.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about TabiMOMS mission and who has a track record of board leadership. Selected Board/Committee Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/Her/They accomplishments will allow him/her/they to attract other well qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- Specific experience and/or knowledge in at least one of the following areas: administration; board functions; program development; personnel; finance; fundraising; public relations; marketing; or property management.
- A commitment to and understanding of TabiMOMS mission, programs, and beneficiaries.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of TabiMOMS beneficiaries.
- Ability to work in a team.



TabiMOMS Board of Directors/Committee Member Nominating Procedure

1. The Governance Committee has prepared an application form for use in the Board Member/Committee Nomination process.
2. The application form will be available for all persons wishing to apply or make a nomination. The form is included on the next page or may be obtained on TabiMOMS website at www.tabimoms.org or by contacting tabimoms@gmail.com.
3. The Governance Committee and ED will review all applications submitted, schedule interviews as appropriate and prepare recommendations of Board/Committee candidates for approval by the full Board.
4. Prospective Board/Committee applicants will complete an introduction of the organization and observe a board meeting in action, after which a vote on board membership will be taken.
5. All nominees will be informed of their status upon completion of the process.

Note: Due to the committees meeting quarterly, it may take up to 1 month to complete the process outlined above



TabiMOMS Board of Directors/Committee Members **Application Remittance**

Thank you for your interest in the TabiMOMS Board of Directors/Committee Member. You may access and complete the application online at www.tabimoms.org.

If you prefer to submit this by mail, print and mail it to the TabiMOMS c/o Governance Committee: 3069 Alamo Drive, #1026, Vacaville, CA 95687.

If you prefer to submit the completed application by email, please scan and email to: tabimoms@gmail.com and enter in Subject Line: TabiMOMS - New Board/Committee Member Application Packet

Applications will be reviewed by the TabiMOMS Governance Committee and approved by our Board of Directors.