



TabiMOMS

BOARD/COMMITTEE APPLICATION AND POSITION DESCRIPTION

Overview

The TabiMOMS governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of: leading/presenting meetings, completing board development training, mentorship, and community listening sessions/engagements. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year educational excellence for TabiMOMS mission.

The Board of Directors has up to 10 voting members. Terms are for 1 year.

Board Member responsibilities include attendance at *ALL* regular board meetings (average 10 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for the management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

(If serving on a Committee only, attendance at ALL quarterly and regular meetings (average of 4 per year) is required. The committee will rotate and designate 1 committee member to attend the board meeting to provide a Committee update to the Board.

Declaration of Candidacy

Board/Committee positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director Courtney Davis with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Submit the Board and/or Application and your résumé to Courtney Davis. **PLEASE WRITE "NEW BOARD/COMMITTEE MEMBER APPLICATION"** in the subject line.
- Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Time and Financial Considerations

Meetings:

- Board Meetings- Monthly (with the exception of July and December being our "dark" months)
- Committee Work- Committees meet quarterly via ZOOM for 1 hour
- Annual Meeting (TBD)
- Annual Fundraiser- board participation needed/required (TBD)



Application for TabiMOMS Board Candidacy

Name	
School / Company	
Current Occupation	
Contact Details	
<u>Address</u>	
Telephone	
Cell Phone	
E-mail	

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or CV to: Courtney Davis (Executive Director)/tabimoms@gmail.com

1. Please **briefly** describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on this board?



3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.

4. Are you currently serving on a board of directors for another organization? If so, please list the organization(s) name and your position/role.

5. What is your preferred method of contact/communication? Email Phone Call Text Message



Application for TabiMOMS Committee Member Candidacy

Name	
School / Company	
Current Occupation	
Contact Details	
<u>Address</u>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

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1. Please select the Committee(s) of Interest:

A) Executive Committee: The executive committee is a small group of board members — usually including the board chair, other officers, and the chief executive as an ex officio member — that often has the authority to make decisions on behalf of the full board. Committee chairs may also sit on the executive committee. Its overarching role, like the role of all committees, is to help the board do its work in the most efficient way. Its specific duties vary considerably from board to board and are largely dependent on the context of the board. More and more boards are asking if they need an executive committee. Executive committees have been known to assume so much autonomy that they take over board decision making, leaving the rest of the board complacent, disengaged, or even alienated. Because of this, many boards responsibly choose to not have an executive committee. Unlike other board committees, the executive committee’s membership should be addressed in the organization’s bylaws. The list of members who serve on the executive committee will be outlined in the organization’s bylaws, and typically includes the board chair, other officers, committee chairs, and the chief executive in an ex officio role.

In general, executive committee members should be:

- respected by the board
- know the organization well
- have no personal agendas
- have a diverse range of backgrounds and a variety of experiences



B) Finance Committee: Some nonprofits have one finance committee that carries out all of the duties associated with financial oversight. Others have separate finance, audit, and investment committees. BoardSource recommends organizations that conduct an independent audit have a separate audit committee or task force for added accountability. Separate investment committees are needed when an organization accumulates sizable reserves, manages an important planned giving program, or has an endowment that requires special attention.

The core functions of the finance committee are to:

- oversee organizational financial planning
- monitor that adequate funds are available for the organization
- safeguard organizational assets
- draft organizational fiscal policies
- anticipate financial problems
- ensure the board receives accurate and complete financial information for review
- help the rest of the board understand financial statements and the general financial situation of the organization
- make sure federal, state, and local reporting takes place

In general, staff prepare the budget and monitor income and expenditures on a daily basis. The finance committee provides oversight by reviewing financial statements and the budget and ensuring that the board's policies and strategic priorities are reflected in the budget. When reviewing financial reports, the finance committee asks the questions,

“Are we on track? If not, why not?” Even though some board members may be “afraid” to serve on the finance committee, consider asking all board members to serve at least one term. This allows them to optimize their knowledge about the organization's finances and participate fully in financial oversight.

The finance committee should look for members who have experience in the following:

- Budgeting
- Real estate
- Investments
- Operating a business
- Banking
- Accounting, specifically knowledge of nonprofit accounting and GAAP (generally accepted accounting practices)

C) Governance Committee: The governance committee's main role is to institutionalize best practices in three areas: strategic board recruitment, effective board engagement, and intentional revitalization. This includes handling board self-assessment, board development, and ensuring the board is diverse and that all members are engaged. Because the governance committee will, to an extent, perpetuate the board, its members should be both visionary and strategic as well as a microcosm of the board.

The governance committee should include people who:

- have a diverse range of backgrounds and a variety of experiences
- are active in the community and in a wide range of circles
- understand human dynamics and relationship building
- understand the ecosystem in which the organization operates and its collective purpose



- have experience with organizational development
- are respected by the board
- know the organization and the community well
- are knowledgeable of good governance practices
- are willing to question present practices
- can leave personal agendas behind
- have experience in group performance evaluation

D) Development Committee: Because fundraising is such an important role for many governing boards, many boards choose to create a development committee. The development committee typically works with the board chair, the chief executive, and development staff to develop the fundraising plan and engage the entire board in fundraising. Each board members, including the development committee members, should make a meaningful personal contribution according to their means to the organization. By doing so, each member demonstrates their commitment and trust in the organization, which also enables them to function as a more credible fundraiser and inspire other donors.

The development committee should look for members who:

- can communicate effectively and enthusiastically about the organization's mission
- are knowledgeable about the organization and its community and constituencies
- have community connections and networks
- have good people skills and engaging personalities
- are comfortable talking about money and finances with others
- have access to individual, corporate, or foundation resources
- radiate confidence and trust
- have fundraising and/or marketing experience

E) Audit Committee: The principal responsibilities of an audit committee are to manage the audit process, select the independent auditor, review the audit report with the auditor, present the report to the full board, use the independent auditor as an advisor, and ensure compliance with all reporting requirements. In some smaller organizations, the finance committee takes on the duties of an audit committee. However, as a form of internal control, BoardSource recommends separating the audit from general financial oversight and suggests using another work group to oversee the audit. This helps ensure that those overseeing the process are objective and "independent" and free to make unbiased judgments about internal financial procedure. It is also important to note that some states have laws that require some nonprofits to create and maintain an audit committee and that, if the organization also has a finance committee, it must be separate from the audit committee. While the finance committee and audit committee should not have overlapping membership if at all possible, the experience and skills required for each committee are very similar. If, due to a limited number of board members, the committees must share members, it is strongly recommended that the same person not serve as the chair of both committees.

The audit committee should look for members who have experience in the following:

- Accounting
- Banking
- Investments
- Financial management

If you have a limited number of board members with this experience, and the bylaws allow, it is acceptable for non-board members with this expertise to serve on the



audit committee, as long as they do not participate in any formal deliberations and vote.

2. Please **briefly** describe your academic and professional background, and other relevant experience.

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