



About Tandem

Since 2003, Tandem® has engaged the whole community to ensure all families have the resources, skills, and confidence they need to support their children's kindergarten readiness. We do so by meeting families and community members where they are, respecting and building upon their strengths, and supporting them to maximize their impact both in their own families and within their community. Tandem currently serves communities in the counties of Alameda, Contra Costa, and San Francisco.

Tandem centers its values around joy, equity, diversity & inclusion, accountability, and work/life balance. These values frame how we do our work and how we work with each other at all levels of the organization, including the Board of Directors.

Why join the Tandem Board of Directors

- Contribute to equity and social justice in early childhood education and family engagement
- Engage deeply in the work of a BIPOC-led nonprofit organization and its committed staff
- Gain satisfaction in working with an energetic, committed board team

Board Structure

Tandem's Board of Directors averages 15-18 directors that reflect the communities we serve and the diverse skill sets needed to support the organization. Our Nominating & Governance Committee is tasked with balancing these needs by recruiting and nominating new board members.

Tandem Board Members provide core governance support to the organization each year through organizational planning, stewardship, and fundraising. Our board includes committees that meet on a regular basis (set by each committee) where most of the work and efforts of the board occur. Board members are required to join at least one committee. Committees currently include:

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|---------------------------|-------------------------------|
| • Nominating & Governance | • Audit |
| • Development | • Programs |
| • Advocacy | • Strategic Planning (Ad Hoc) |
| • Finance | |

Our Board governance structure includes the officer positions of Chair, President (Executive Director), Vice Chair, Treasurer, and Secretary. Each committee is overseen by a committee chair. Leadership roles are reviewed and confirmed by the Board on an annual basis. Leadership structure, board terms, and committees can be changed by a majority vote of the board and approved changes to the organization's bylaws as required.

Board Meetings

Tandem's Board of Directors meet four times a year, and a fifth time as needed, in January, April, June, September, and November/December (as needed). This includes an annual Board Retreat in conjunction with our regular board meeting in September. Directors are required to attend all board meetings which occur generally on Mondays from 6-8pm and are held either in-person (in San Francisco or East Bay office locations) or virtually.

Board members unable to attend a meeting must communicate their absence to the Board Chair and Executive Director (or committee chair for committee meetings) in advance of the meeting. Board packets are shared before board meetings and all board members are expected to read them thoroughly whether or not they are able to attend a meeting. The Board will make decisions as long as a quorum is present.

Board Roles and Responsibilities

The Board of Directors holds the fiduciary and governance responsibility for the organization. Each Board member has the duty to uphold sound fiscal and governance practices for the well being and success of the organization. *Board members commit to and hold responsibility for:*

1. Upholding and practicing the [Values](#) of organization.
2. Having a passion for supporting and moving the mission of Tandem forward.
 - a. This includes updating mission, vision, strategic, and value statements as needed.
 - b. Tandem staff carry out the operational work of the mission and vision. Board members are responsible for securing the organization against mission drift.
3. Supporting, empowering, advising, and overseeing the work of the Executive Director, their performance, and conducting a hiring process for the role as needed.
4. Reviewing and approving an annual budget.
 - a. All board members review financial reports provided at each board meeting and hold responsibility for the financial well-being of the organization by asking questions and holding those accountable to sound fiscal practices.
5. Joining at least one committee and faithfully working towards goals of that committee.
6. Attending one annual Board Retreat (in September) where Board and staff come together to learn and work in collaboration for the fiscal year.
7. Fundraising on behalf of the organization and making Tandem a top priority for any personal giving. Tandem receives funding from government, foundation, and philanthropic gifts that board members are asked to help solicit.
8. Attending Tandem community events and representing the organization when requested by Tandem staff. This includes attending at least one Read Aloud.
9. Upholding quality interpersonal, problem solving, and communication skills.

Board Commitment

A board member serves a term of two (2) years and can serve multiple terms upon a majority board approval vote, subject to organizational bylaws.

Board Members spend an average of 4-6 hours a month on board work including the time required to attend committee meetings, board meetings, community events, and reading supplementary materials for board activities.

To Apply

Please complete our [application form](#) and email your resume to governance@tandembayarea.org.

The Nominating and Governance committee reviews all applicants. Applicants then participate in interviews with members of the committee and the Executive Director. Applicants approved by the committee will move forward to a full board vote for confirmation in one of two annual meetings (June or December) for terms that start in July or January of a calendar year.

Join us as a community volunteer

If you are interested in joining one of our board committees as a volunteer versus a full board member, we welcome volunteer community members to our committees (excluding the Finance committee and ad-hoc committees related to Executive Director performance and hiring). Community members are non-voting individuals and do not require approval of the full board to join. Time commitments vary based on the work of a particular committee.

Community members are not required to attend board meetings, but are required to attend the meetings of the committee(s) they join. There are no term commitments for this role. Community members often move on to become full board members.