



Information for Potential Board Members and Organization Officers

Trans Pride Initiative is a Texas Nonprofit Corporation (Certificate of Filing 801466393), established in August 2011, designated by the IRS as a 501(c)(3) public charity (employer identification number 45-4469758).

Our mission is to help empower trans persons (all persons with noncisnormative identities, expression, or characteristics that could lead to discrimination or prejudicial treatment) to rise above social barriers to equal healthcare, housing, education, and employment.

The TPI nonprofit corporation is operated by a minimum of three Officers: President, Secretary, and Treasurer. These officers report to the TPI Board of Directors. We are governed by a minimum of three board members on our Board of Directors. This document describes these positions and how you may be able to participate in our work as a board member or an officer—TPI wants you with us!

Development Considerations

Initial stipend schedule (paid each six months, may be refused or donated back). Note that stipends are **currently not provided, and there are serious issues with moving to a paid model**. This is simply something we have brought up to consider.

1. Target involvement, board members and officers: \$500 if met each six months
 - A. Attend every monthly board meeting
 - B. Participate at least 20 hours per month in organization activities (board meetings count)
 - C. Help develop and run at least two committee meetings or activities (not board meetings)
 - D. Raise \$1,000 for TPI
 - E. Refer ten volunteers who put in at least 10 hours per month for three months
2. Acceptable involvement board members and officers: \$200 if met each six months
 - A. Attend every monthly board meeting (two excused absences acceptable)
 - B. Participate at least 10 hours per month in organization activities (board meetings count)
 - C. Assist with at least one committee meeting or activity (not a board meeting)
 - D. Raise \$250 for TPI
 - E. Refer five volunteers who put in at least five hours per month for three months

Board Positions and Tasks

Serving on the TPI Board of Directors does not necessarily take a lot of time. A Board of Directors for a nonprofit is essentially an oversight group that steers the organization by assuring they are following sound ethical, legal, and financial policies. Boards also often assure that adequate resources exist to fulfill the organization's mission. Board members should understand the following responsibilities:



- **Duty of Care**—Board members should actively participate in making decisions about the organization and exercise their best judgment while doing so.
- **Duty of Loyalty**—Board members should put the interests of the organization ahead of personal and professional interests when making decisions that affect the organization.
- **Duty of Obedience**—Board members are responsible for ensuring that the organization adheres to its mission and complies with applicable federal, state, and local laws.

TPI board members do not have designated roles set forth in our bylaws, so the roles various individuals take on in the development of the organization can be flexible. In an effort to energize and grow our board—or at least grow the number of individuals available to the board so we can rotate people on and off when needed—we have designed these roles to better define ways that community members can participate in TPI's work by filling a board position.

Strategist Loki (or Liara, Blue Ear, Talia al Ghul, or other referrers)

The Strategist looks at trends in the advancement of trans civil rights and identifies opportunities. Will work closely with Member/Community Inciter.

Responsibilities

- Identify future work considerations as an idea person for the TPI Collective
- Develop options and plans for potential board members so joining is of mutual benefit

Qualifications

- Understands critical assessment of our needs and works to our specific strengths
- Strength in presenting ideas and engaging others in exploring potential in new areas without raising conflict and competition

Member/Community Inciter

The Member/Community Inciter works to fill board vacancies to maintain a fully functioning board.

Responsibilities

- Identify potential board members to fill board needs ahead of time
- Bring on board members when needed that work well with other members
- Maintain contact with potential board members to develop interest

Qualifications

- Personable and with good contacts in the community
- Good coordination skills so future board needs are projected and met
- Able to assess potential benefits and shortcomings, and communicate them effectively

Grassroots Donor Pilot

Donor recruitment is pursued from a grassroots perspective, looking for donors who wish to support efforts that are creative and experimental in how they try to explore opportunities and



make changes to systems of marginalization. Pilots TPI's donor development efforts through assistance and guidance to the Fundraising Team.

Responsibilities

- Understand how to identify potential donors that meet our fundraising strategy
- Help develop plans to appropriately engage potential donors
- Help develop donation/gift responses so donors feel appreciated and engaged
- Be able to assess where the Fundraising Team may need redirection to stay on target

Qualifications

- Understand the fundraising philosophy of TPI sufficient to help guide Fundraising Team members about our approach and to help them assess donors in various ways
- Understanding the grassroots fundraising landscape well enough to help build donor collaborations

Media Griffin/Mogul

Responsibilities

- Manage the various TPI social media accounts, sharing posts from us and others as appropriate
- Identify problems with trolls or others engaging in problematic behavior and take appropriate action

Qualifications

- Generally active on social media so they will be aware of items that should be posted and can post at appropriate times
- Understand various platforms and able to recommend what TPI should engage in or avoid

TPI Queerleader

Responsibilities

- General promotion of TPI as a worthwhile effort, organization worth being involved in or working with, or simply be excited about
- Able to place TPI within the grassroots movement and empowerment work so that promotion is apt for our organizational culture and advocacy style

Qualifications

- Have a personal style that captures attention in positive ways

TPI Hooliganist

Responsibilities

- Come up with ideas for direct actions that bring attention to trans issues
- Guide the Direct Action Committee in effective actions appropriate to abilities



Qualifications

- Creativity, spontaneity, and ability to work with others
- Connections to National Lawyers' Guild or others who could provide assistance appropriate to the actions would help (could include legal services, participant forms refinement, jail support organization, and the like)

Prison Issues Expert

Responsibilities

- Help TPI and the Prison Services Committee understand the TDCJ system and how to take advantage of policy, loopholes, and other means for the benefit of our clients/members
- Be able to research and provide guidance on local, federal, and other state systems

Qualifications

- Formerly (or possibly currently) incarcerated
- Ability to apply systems knowledge in new ways to develop creative approaches to problems

Legal Expert

Responsibilities

- Provide legal guidance on TPI operations (not necessarily legal advice, but may include guiding us to proper sources for legal advice)
- Note that TPI has an Austin lawyer on retainer for civil rights and prison issues, but we can ask about other issues under our service agreement

Qualifications

- Legal experience in civil rights areas

Physical and Mental Health Expert

Responsibilities

- Provide guidance on our advocacy in these areas
- Work with the Healthcare Committee as needed

Qualifications

- Experience in either medical or mental healthcare
- Trans-specific experience highly preferred

Housing Services and Access Expert

Responsibilities

- Provide guidance on our advocacy in housing issues



- Provide information about funding resources for various types of housing programs (from Oxford House type models to more conventional shelters)
- Work with the Housing Services Committee as needed

Qualifications

- At least some experience in housing services, but does not necessarily need to be employment experience (recipient and advocacy experience can be just as valuable)

Meeting Coordinator (may be the TPI Secretary)

The Meeting Coordinator is in charge of the keeping the Board on track with their duties and business. The Secretary prepares agenda and keeps minutes for meetings, and is responsible for notifying members of upcoming meetings. The Meeting Coordinator knows the TPI Bylaws and responds to procedural questions.

Responsibilities

- Effectively plan and communicate meeting times, agenda, and participation
- Contact and collect responses from persons who need to attend meetings

Qualifications

- Email and other communications proficiency
- Attention to detail and good communications skills
- Ability to understand whether the duties of the TPI Secretary are being completed adequately and communicate that to the satisfaction of the Board
- Ability to make most board and committee meetings

Financial Empowerment (may be the TPI Treasurer)

The Financial Empowerment person is responsible for reporting on and reviewing the financial health of the organization.

Responsibilities

- Provide financial status of the organization at each board meeting
- Review reports on the financial status of the organization to identify discrepancies

Qualifications

- Understand basic principles of bookkeeping
- Detail oriented
- Availability sufficient to coordinate financial reports to the Board on a monthly basis or as often as the Board meets

TPI Officers

President

As defined in the TPI bylaws: “The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the



affairs of the corporation and the activities of the officers. The President shall perform all duties incident to the office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors and, if this corporation has members, at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, the President shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

“The President shall not serve as any other officer while serving as President.”

Responsibilities

- Guide the organization in daily activities and fulfill the responsibilities as provided above

Qualifications

- Ability to provide sufficient time to undertake the responsibilities of the position
- Ability to critically understand TPI’s work within a grassroots landscape
- Ability to make appropriate decisions about the direction of work TPI should take on or dismiss

Vice President

As defined in the TPI bylaws: “In the absence of the President, or in the event of the inability or refusal of the President to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the articles of the incorporation, or by these bylaws, or as may be prescribed by the Board of Directors.”

Responsibilities

- Guide the organization in daily activities and fulfill the responsibilities to reflect the wishes of the President

Qualifications

- Ability to provide sufficient time to undertake the responsibilities of the position
- Ability to critically understand TPI’s work within a grassroots landscape
- Ability to make appropriate decisions about the direction of work TPI should take on or dismiss

Secretary

As defined by the TPI bylaws: “The Secretary will:

“Keep at the principal office of the corporation or at such other place as the Board may determine, the original, or a copy, of these bylaws as amended or otherwise altered to date.



“Keep at the principal office of the corporation or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

“See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

“Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of the bylaws, to duly executed documents of the corporation.

“Keep at the principal office of the corporation or at such other place as the Board may determine a record of the name, address, and date of election of each and every director and officer, and, in the case where any director or officer has been removed, the Secretary shall record such fact in the record together with the date on which such service ceased.

“Exhibit at all reasonable times to any director of the corporation, or to any director’s agent or attorney, on request therefor, the bylaws, the record of directors and officers, and the minutes of the proceedings of the directors of the corporation.

“In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to the Secretary from time to time by the Board of Directors.

“The Secretary shall not serve as any other officer while serving as Secretary.

Responsibilities

- Effectively plan and communicate meeting times, agenda, and participation
- Contact and collect responses from persons who need to attend meetings
- Keep the TPI “corporate binder” up-to-date, as well as perform the other duties defined in the bylaws

Qualifications

- Email and other communications proficiency
- Attention to detail and good communications skills
- Be available sufficient to either take care of planning responsibilities or able to task others to do so
- Ability to make most board and committee meetings

Treasurer

As defined by the bylaws: “The Treasurer shall:

“Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

“Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.



“Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

“Keep and maintain adequate and correct accounts of the corporation’s properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

“Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to the Treasurer’s agent or attorney, on request therefor.

“Render to the President and directors, whenever requested, an account of any or all of the transactions as Treasurer and of the financial condition of the corporation.

“Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

“In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to the Treasurer from time to time by the Board of Directors.”

Responsibilities

- Provide financial status of the organization at each board meeting or to the designate person with that responsibility
- Work with the organization bookkeeper (and CPA if under contract) to collect data that the board members need for making decisions
- Review reports on the financial status of the organization to identify discrepancies

Qualifications

- Understand basic principles of bookkeeping
- Detail oriented
- Availability sufficient to coordinate financial reports to the Board on a monthly basis or as often as the Board meets

Conclusion

If you would like to contribute to the work we are doing in any way, whether it is as an officer, a donor, or a future volunteer, please contact us and come in for a visit to see how you can get involved!

Yours in solidarity!

Nell Gaither, President