



The Herstory

Established in 2018, Coco Coalition, lovingly called Coco, is a social enterprise dedicated to curating holistic, safe, and empowering opportunities for women of the African Diaspora to connect, grow and thrive. Coco is focused on creating opportunities for Black women, and sowing in the well-being of black teen girls by supporting projects that remove barriers to a healthy and secure future. Coco Coalition currently serves the San Francisco Bay Area, Los Angeles, Chicago, and Washington DC areas. We proudly funnel our mission through three core initiatives: Mental health, feminine health, and education. Our mental health efforts are captured through community events such as the Black & Beautiful Women's Brunch and the Coco Coalition Conference. Our feminine health efforts are expressed by supplying severely under-resourced schools in Africa with feminine care products. Lastly, our education efforts are completed through our Coco Scholarships for college students. Coco grew from the demand created by the International Black & Beautiful Women's Brunch (BBWB), established in 2015. By the end of 2018, BBWB touched over 200 women across six cities, four states, and two countries because our attendees desired a collective international network.

Our values

- Authenticity
- Empowerment
- Community

- Learning

Our Mission

We are dedicated to empowering and liberating Black women by promoting holistic healing that supports mental health and well-being.

Our Vision

We aspire to create a community of Black women who are first-generation cycle breakers to connect, grow, and thrive.

Our Approach

Our approach has always been energetically led, creating a place of safety and acceptance. It also allows Black women to share their expertise, **make** connections, and grow personally and professionally organically.

Organizational Legacy

- Create safe spaces and opportunities for Black women to express and explore internal struggles and joys, gain resources, and build community.
- Combat wellness and social issues that directly impact black women and girls at disproportionate rates by surveying current community needs.
- Build an expansive infrastructure that positions Coco as a reliable/trusted resource for community, capacity building, and information exchange for individuals and organizations.

Programmatic Impact Priorities

At our core, we believe in a holistic approach to wellness, ensuring that every project and service we offer is channeled through one of the eight dimensions of wellness. From physical health and

emotional well-being to social connections and professional growth, our initiatives are carefully designed to encompass these dimensions, providing comprehensive support to individuals at every level. By integrating these dimensions into our programs, we aim to create a well-rounded, transformative experience that nurtures and uplifts each person's holistic wellness journey. For more information on the 8 dimensions of wellness, [click here](#).

Dimension of wellness		Programming
Social + Emotional	Millennials	<ul style="list-style-type: none"> ● Black Mothers Matter ● Black & Beautiful Women's Brunch ● Mental Health Support Groups ● Coco Conference
Physical + Intellectual	Millennials, Gen z (10-14)	<ul style="list-style-type: none"> ● Coco Cares: Period Poverty ● Wellness Courses
Financial + Occupational	Millennials, older gen z (18-24)	<ul style="list-style-type: none"> ● <u>Coco Fellowship</u> ● Mentorship Program ● <u>Coco Scholarship</u>
Environmental + Spiritual	Millennials	<ul style="list-style-type: none"> ● <u>Ecotherapy hikes</u> ● <u>Retreats</u>

Board Policies

Basic Functions

- Ensure the mission statement for the organization is driving work.
- Co-create and implement an operating strategy in conjunction with Executive Director.
- Organizing and conducting board meetings.
- Creating and participating in fundraising efforts.

Primary Responsibilities

- Demonstrate an understanding of and commitment to the organization's purpose.
- Stay up-to-date on issues that affect the nonprofit.
- Ensure preparedness for meetings by reading agendas, minutes, reports, and other pertinent documents.
- Attend at least 7 board meetings per year.
- Attend or promote at least two community offerings.
- Actively participate in committee meetings by contributing skills and knowledge relevant to the held position.
- Ask for clarification or additional information when necessary.
- Monitor and understand the organization's financial health.
- Understand and uphold confidentiality agreements.
- Assure compliance with all applicable laws and regulations.
- Attend meetings of standing and ad hoc committees.
- Be informed about the organization's programs, policies, and services.
- Annually review the organization's performance and progress toward long-range goals.
- Represent the organization at community events, to other organizations, and to private individuals.
- Provide referrals for potential board members, volunteer prospects, and fundraising possibilities.
- Contribute financially monthly a determined by the organization's current financial goals/operating budget.
- Chair and/or participate in one fundraising event committee per year.

- Cultivate sources of financial support and assist with fundraising efforts.

Yearly Expectations

- Provide support for fundraising campaigns.
- Support in the planning and executing anniversary celebrations & major fundraising events determined by the organization.
- Provide input in the hiring of directors and executives of the organization.
- Meet monthly for up to 2 hours.
- The board collectively funds 20% of the organization's revenue goal each fiscal year.

Positions Available

- Executive Board Officers (President and Secretary)
- General Members (5 open seats)

General Requirements

- Alignment with org values (as evidenced by resume, social media presence, community work, and interview response). Significant interests and influence in the fields of social justice, mental health, women's reproductive health, education, fundraising, marketing, business, and/or finance.
- Participation in progress report meetings as determined by the Board President
- Participation in an annual board retreat

Meeting requirements

- General board meeting monthly for 1-2 hours
- Attend special project and committee meetings as needed

Giving Requirements

- The board funds 20% of the organization's revenue goal.

- As of 2024, board members are expected to provide an annual gift of \$1000 and/or obtain this amount through fundraising efforts and are required to be monthly donors to fulfill commitment
- All members are required to create a fundraising plan with the Board President before the beginning of the fiscal year and elect to determine/commit to a fundraising strategy:
 - Personal giving (Monthly donorship, Major gift)
 - Community Sourcing (Peer to peer fundraising, grant support)

Term Requirements

- Executive officers (President, Vice President, Treasurer, and Secretary) serve three years (up to 6 years total).
- General board members serve two years (up to 4 years total)
- You can renew for one term.
- Members can recommit after a gap year.

Board Job Descriptions

BOARD PRESIDENT

JOB DESCRIPTION
<p>Checks over general tasks being completed to keep the direction of the organization.</p> <p>The Board President shall partner with the executive director and other board members and provide governance leadership and strategic fundraising support to sustain the work of Coco Coalition. The President of the board shall attend board of directors meetings, executive committee meetings, and other meetings. The President is authorized to execute in the name of the corporation all contracts and other documents authorized either generally or specifically by the board to be executed by the not-for-profit corporation. The President fulfills any other requirements of a director and officer and performs other duties as needed and/or as defined in the bylaws. <i>Typical hours</i></p>

will range from 6-10 hours a month.

DUTIES & RESPONSIBILITIES

- In coordination with the executive director, plans, presides over, and facilitates board and applicable committee meetings
- Works in partnership with the executive director to ensure board resolutions are carried out.
- Calls special meetings if necessary
- Serves on the executive committee if one exists
- Serves as a member of the board development committee
- Recommends committee chairs with the executive director
- In collaboration with the executive director, fosters overall financial health of the organization
- Designated as one of the signing officers for certain documents. In this capacity, may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the organization.
- Identifies, cultivates, helps solicit and steward individual donors, corporations, and/or foundation gifts
- Advocate for relationships with funders, partners, and other stakeholders, in partnership with the Executive Director
- Assist the board in recruiting board members
- Encourages all board members to make an annual financial contribution that is personally significant
- Periodically consults with board members on their roles and helps them assess their performance
- Communicates with the executive director regarding their annual performance evaluation
- In an advising capacity to the Human Resources department, assists with searches for a new executive director.
- Exemplifies active and engaged board member participation

QUALIFICATIONS

Must have expertise in addressing physical, economic, and mental health challenges specifically affecting Black women. Should have at

least 5 years of experience in Public Health, Mental Health, Education, Social Work, Psychology, or related areas. Strong communication, networking, and research skills are essential. Background in leadership or management is preferred.

BOARD SECRETARY

JOB DESCRIPTION

The secretary oversees board records, efficiency processes, [minute archives](#), and votes. They also track the activities of the organization per the bylaws. They will send internal communications regarding meetings and other ongoing events. Manage vital information that tracks board members' activities. *Typical hours will range from 3-4 hours a month.*

DUTIES & RESPONSIBILITIES

- Ensures minutes of meetings are recorded and are accurate as required by law and available upon request from the principal office
- Ensures that an up-to-date copy of the bylaws is available at all meetings
- Serves on executive committee if one exists
- Assumes responsibilities of the chair in the absence of both the board President and Vice President
- Manages roster of directors containing the name and address of each inclusive of term and renewal dates, and, in the case of any director is terminated/resigned, they shall ensure a record of this fact is recorded in the minutes of the next meeting together with the date of which directorship ceased
- May be designated as one of the signing officers for specific documents. In this capacity, may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the organization.

- Ensures that proper notification is given of directors' and members' meetings as specified in the bylaws.
- Ensures that each board member renews a commitment form on an annual basis
- Carry out assignments as requested by the chair of the board
- Demonstrates active and engaged board member participation

QUALIFICATIONS

Requires strong organizational skills to record meeting information and effectively communicate with the team. Must have an interest in Public Health, Mental Health, Education, Social Work, Psychology, or related fields.

GENERAL BOARD MEMBER DESCRIPTION

JOB DESCRIPTION

Provide subject-based knowledge to the board. Support board duties in regard to fundraising and community representation of the organization. Provide direct fundraising support to the organization and serve as a key ambassador in the community. *Typical hours will range from 4-6 hours a month.*

DUTIES & RESPONSIBILITIES

- Fund and promote the work of Coco Coalition
- Provide input into Coco Coalition's overall direction and budget to help ensure practical and ethical management.
- Serve as a community voice and representative of the mission of creating a world where Black women and girls can connect, grow, and thrive.
- Leverage your expertise and network to enhance the offerings and financial health of the organization.

- Participate in the planning/promotion of special programming
- Follow the guidance of the Board President
- Be involved in recruiting other board members
- Vote on the hiring of organization executives, including the Executive Director

QUALIFICATIONS

Applicants should possess relevant education, experience, or demonstrated impact in disciplines such as philanthropy, public health, mental health, education, social work, psychology, or related fields. Alternatively, experience in marketing, fundraising, business, and finance will be considered.