



HAPPY MAMA
happy mini*

BOARD OF DIRECTORS & ADVISORY BOARD APPLICATION PACKET

**SERVING MOTHERS. SUPPORTING YOUTH.
STRENGTHENING COMMUNITIES.**



ABOUT HAPPY MAMA HAPPY MINI, INC.

WHO WE ARE

Happy Mama Happy Mini, Inc. is a nonprofit organization dedicated to promoting mental health, wellness, and community support for mothers, youth, and families. We create culturally responsive programs that empower, uplift, and connect our communities through education, advocacy, and engagement.

OUR MISSION

To champion equity, mental health, and well-being for mothers, youth, and families by providing supportive programs, fostering meaningful connections, and creating spaces for healing and growth.

OUR VISION

A world where families thrive, mental health is prioritized, and communities are strengthened through support, education, and empowerment.

WHERE WE OPERATE

Headquartered in Atlanta, Georgia, our programs reach communities throughout the region, with both in-person and virtual opportunities for engagement.

WHAT WE DO

- ★ **Programs & Workshops:** Mental health education, STEAM expos, wellness sessions, and culturally responsive programming.
- ★ **Community Events:** Fundraisers, family engagement events, Puberty & Period Parties, Positive Movie Screenings, and the annual Hannah Marie Golf Classic.
- ★ **Support & Advocacy:** Resources for mothers, youth, and families, and initiatives that promote community empowerment, equity and educational scholarships.
- ★ **Youth & Family Engagement:** Leadership development, creativity, and growth opportunities for children, teens, and college students.



WHEN WE OPERATE

We operate on a calendar-year schedule, January 1 – December 31, with meaningful programs and events offered year-round.

HOW WE OPERATE & GET INVOLVED

- ★ Board & Advisory Leadership guides strategic decisions and program oversight.
- ★ Volunteer Opportunities support events, outreach, and community engagement.
- ★ Partnerships with businesses, organizations, and individuals strengthen our reach.
- ★ Funding from donations and fundraising events sustains our impact.

YEAR 6 & BEYOND

As we celebrate our sixth year, we are dedicated to expanding our programs, increasing community engagement, and strengthening our organizational foundation.

GET INVOLVED

Whether you're interested in joining our board, volunteering, or partnering with us, there are many ways to contribute. Together, we can create spaces where families and communities thrive.



APPLICATION PACKET BEGINS BELOW

WELCOME!

Thank you for your interest in serving on the Board of Directors or Advisory Board of Happy Mama Happy Mini, Inc. Your expertise, passion, and commitment to our mission are invaluable as we continue to grow and expand our impact.

INSTRUCTIONS

1. Please complete all sections of the application.
2. Submit the application by January 31, 2026.
3. If you are recommending someone, please forward this cover sheet and application to them.
4. Completed applications may be submitted via email to happy mama.happy mini@gmail.com.

BOARD & ADVISORY BOARD ROLES AND RESPONSIBILITIES

The following outlines expectations for each Board and Advisory Board position.

BOARD OF DIRECTORS POSITIONS

1. SECRETARY

Primary Role: Ensure documentation accuracy, compliance, and communication.

RESPONSIBILITIES:

- ★ Annual financial commitment.
- ★ Attend quarterly meetings.
- ★ Record and distribute meeting minutes.
- ★ Maintain bylaws, records, and organizational documents.
- ★ Track board terms and compliance.
- ★ Coordinate board communication.
- ★ Prepare meeting notices and agendas.
- ★ Organize one annual event.

2. TREASURER

Primary Role: Oversee financial health, transparency, and compliance.

RESPONSIBILITIES:

- ★ Annual financial commitment.
- ★ Attend quarterly meetings.
- ★ Maintain accurate financial records.
- ★ Present financial updates.
- ★ Oversee budgeting and planning.
- ★ Support audits and tax filings.
- ★ Advise on fiscal risks and opportunities.
- ★ Co-plan financial decisions with co-founders.
- ★ Organize one annual event.

3. OPERATIONS CHAIR

Primary Role: Strengthen organizational efficiency and program delivery.

RESPONSIBILITIES:

- ★ Annual financial commitment.
- ★ Attend quarterly meetings.
- ★ Ensure programs align with mission.
- ★ Recommend process improvements.
- ★ Support policies and procedures.
- ★ Oversee operational compliance and risk management.
- ★ Support program capacity building.
- ★ Plan and organize one annual event.

4. LICENSED PROFESSIONAL COUNSELOR

Primary Role: Provide mental health expertise and ethical guidance.

RESPONSIBILITIES:

- ★ Offer limited pro bono sessions to uninsured families.
- ★ Advise on trauma-informed programming.
- ★ Ensure safety and mental wellness across programs.
- ★ Support curriculum development.
- ★ Advise on crises, safeguarding, and partnerships.

ADVISORY BOARD POSITIONS

5. JUNIOR BOARD MEMBER

Primary Role: Bring a youth-centered perspective to programs.

RESPONSIBILITIES:

- ★ Offer youth insights in planning.
- ★ Participate in youth-focused discussions.
- ★ Support youth engagement.
- ★ Assist with event support.
- ★ Plan two youth events per year.

7. FUNDRAISING ADVISOR

Primary Role: Strengthen revenue generation and donor engagement.

RESPONSIBILITIES:

- ★ Identify donors and partners.
- ★ Support campaigns and event planning.
- ★ Guide donor stewardship.
- ★ Assist with grants.
- ★ Host two fundraising events annually.

9. VOLUNTEER COORDINATOR

Primary Role: Lead volunteer recruitment and support.

RESPONSIBILITIES:

- ★ Recruit and retain volunteers.
- ★ Maintain communication and training.
- ★ Build volunteer systems and recognition.

11. FINANCIAL ADVISOR

Primary Role: Provide strategic financial planning.

RESPONSIBILITIES:

- ★ Advise on budgets and long-term planning.
- ★ Assess financial risks.
- ★ Guide major financial decisions.
- ★ Host two financial seminars annually.



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6. MENTAL HEALTH COORDINATOR

Primary Role: Support mental health-based initiatives.

RESPONSIBILITIES:

- ★ Assist in designing workshops and resources.
- ★ Support insured families in securing therapists.
- ★ Manage program logistics.
- ★ Maintain partnerships with wellness organizations.
- ★ Help evaluate programs.
- ★ Plan one mental health-focused event annually.

8. COMMUNITY OUTREACH ADVISOR

Primary Role: Expand visibility and community partnerships.

RESPONSIBILITIES:

- ★ Build partnerships with schools and nonprofits.
- ★ Represent the organization at events.
- ★ Support outreach campaigns.
- ★ Improve program participation.
- ★ Host two community events annually.

10. EVENT PLANNER

Primary Role: Support event logistics and experience design.

RESPONSIBILITIES:

- ★ Assist with planning and execution.
- ★ Manage logistics and vendor coordination.
- ★ Ensure brand-aligned event experiences.

12. SOCIAL MEDIA / CONTENT CREATOR

(HMHM BRAND)

Primary Role: Amplify the Happy Mama Happy Mini mission through healing-centered, culturally responsive digital content.

RESPONSIBILITIES:

- ★ Manage HMHM social media presence (Instagram, Facebook, YouTube).
- ★ Create mission-aligned graphics, short videos, affirmations, and wellness content.
- ★ Promote programs, events, partnerships, and impact stories.
- ★ Maintain a compassionate, empowering, and authentic brand voice.
- ★ Schedule posts, engage with the online community, and monitor engagement.
- ★ Track metrics and provide quarterly insights to support growth and impact.

APPLICANT INFORMATION



FULL NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PREFERRED BOARD/ADVISORY ROLE: _____

CURRENT AFFILIATION / PROFESSIONAL BACKGROUND

WHY ARE YOU INTERESTED IN SERVING ON OUR BOARD/ADVISORY BOARD?

SKILLS, EXPERTISE, OR EXPERIENCE YOU BRING

AVAILABILITY AND COMMITMENT:

- ★ Can you attend quarterly meetings? Yes No
- ★ Can you serve on at least one committee or special project? Yes No
- ★ Are you willing to actively support fundraising and organizational initiatives? Yes No

REFERENCES

1. NAME: _____

2. NAME: _____

RELATIONSHIP: _____

RELATIONSHIP: _____

PHONE: _____

PHONE: _____

ACKNOWLEDGMENT & SIGNATURE

I affirm that the information provided in this application is accurate and complete to the best of my knowledge. I understand that serving on the Board of Directors or Advisory Board requires active participation, commitment, and support of Happy Mama Happy Mini, Inc.'s mission.

I acknowledge that any felony convictions, arrests, or legal matters that could impact my ability to serve must be disclosed. Failure to provide truthful information may result in ineligibility for service.

SIGNATURE: _____

DATE: _____

BOARD & ADVISORY APPLICATION

Thank you for your interest in serving. Your responses will help us understand your alignment and readiness.

APPLICANT INFORMATION



FULLNAME: _____

EMAIL: _____

PHONE: _____

CURRENT PROFESSION/ROLE: _____

MISSION & VISION

1. DO YOU BELIEVE OUR MISSION IS STILL NEEDED? WHY OR WHY NOT?

2. DO YOU BELIEVE WE ARE FULFILLING THE MISSION THROUGH REAL PROGRAMS? PLEASE EXPLAIN.

ENGAGEMENT & COMMITMENT

3. ARE YOU WILLING TO ATTEND QUARTERLY BOARD MEETINGS CONSISTENTLY?

YES NO

ADDITIONAL COMMENTS: _____

4. ARE YOU WILLING TO HELP WITH FUNDRAISING, PARTNERSHIP-BUILDING, OR COMMUNITY OUTREACH?

YES NO

AREAS OF STRENGTH: _____

5. DO YOU FEEL CLEAR ABOUT BOARD RESPONSIBILITIES? IF NOT, WHAT WOULD HELP?

OPERATIONS

6. DO YOU BELIEVE OUR NONPROFIT IS CURRENTLY FUNCTIONING EFFECTIVELY?

WHY OR WHY NOT?

7. DO YOU BELIEVE WE HAVE THE CAPACITY TO DELIVER PROGRAMS AT A HIGH LEVEL?

FUTURE & LEADERSHIP

8. WHERE DO YOU SEE THE ORGANIZATION IN THE NEXT 12 MONTHS?

9. WHAT ROLE ARE YOU PERSONALLY WILLING TO PLAY TO HELP US GET THERE?

ADDITIONAL COMMENTS

10. IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW?

SIGNATURE: _____

DATE: _____

