



Athens Area Diaper Bank, Inc.

Board of Directors Handbook
2022

130 Conway Drive, Suite E
Bogart, GA 30622
(706) 621-7265

diapers@athensareadiapers.com / www.athensareadiaperbank.com / Facebook, Instagram, and Twitter

Our Mission

The Athens Area Diaper Bank strives to eradicate diaper need by providing diapers to low-income families in the Athens area, while raising public awareness of diaper need and its impact.

AADB provides diapers to families through partner agencies that serve in Clarke, Barrow, Oconee, Oglethorpe, Madison, and Jackson counties.

Diaper Need and Its Impact

Diapers are expensive, costing nearly \$1,000 every year, yet government assistance programs like food stamps or WIC (Women, Infants, and Children) do not help families cover the cost of diapers. This means that 1 in 3 families in the United States struggle with “diaper need,” which is an inability to provide a consistent supply of diapers for one’s child. Families experiencing diaper need often resort to re-using dirty diapers or keeping a baby in a dirty diaper far too long, which can lead to diaper rash and infections. In addition, low-income families must spend money on diapers instead of other necessities like food, rent, or clothing. Finally, without a clean supply of diapers, families cannot send their children to daycare. Without daycare, parents can’t go to work or school. With over 3,100 children under the age of 5 living in poverty in the Athens area, many families in our community struggle with diaper need.

More information and stats on diaper need can be found on the website for the National Diaper Bank Network (www.nationaldiaperbanknetwork.org), of which we are proud members.

Our History

The Athens Area Diaper Bank started in October 2015. Erin Campbell, AADB founder, approached the Food Bank of Northeast Georgia about diaper need in the Athens area. The Food Bank was instantly on board with our mission, and served as our partner for storage, distribution, and fiscal sponsorship. Through them, we started collecting diapers from family, friends, preschools, local businesses, church groups, mom groups, etc. In 2018, we became members of the National Diaper Network, which connected us to over 200 other diaper banks around the country for advice, support, grant opportunities, and access to low-cost diapers for purchasing. Due to our growth and development, we came an independent 501(c)(3) nonprofit organization in late 2018. In March 2019, we moved into a location on Huntington Road. In March 2021, we moved into our current location on Conway Drive.

How do we get diapers?

We receive diapers from two sources: diaper drives and purchasing. We encourage community members, organizations, churches, etc. to collect diapers throughout the year, but especially during Diaper Need Awareness Week each fall. We accept opened and unopened packs of diapers. We also purchase diapers through low-cost suppliers that give steep discounts to National Diaper Bank Network members, allowing us to purchase the sizes we need to stock our shelves according to our partners’ needs. We can typically purchase five diapers for every dollar, far more than the three diapers per every dollar when purchased at retail cost.

We accept thoroughly cleaned cloth diapers, but because families need their own laundry machines for cloth diapers (laundromats do not allow cloth diapers in their machines) and a supply of disposable diapers for daycare, most families experiencing diaper need can only use disposables. We distribute donated cloth diapers to interested families with laundry access.

How do we distribute diapers?

We rely on partner agencies to distribute diapers to families in need. Our partner list is attached and is always current on our website (under the "Need Diapers?" tab). We never distribute diapers directly to families. Our partner agency model allows us to keep our overhead low, but most importantly it means that our diapers get into the hands of families experiencing a variety of circumstances and situations. Some partners serve families dealing with financial emergencies and hardship, while others serve foster families, survivors of domestic violence, moms recovering from addiction, etc. Partner agencies must be a Sec. 501(c)(3) non-profit organization, government agency, or religious organization and must sign our partner agreement (renewed annually), which lists specific and common-sense parameters to receive our diapers.

For each partner, we provide two packs of diapers (or one pack of pullups) for each child each month. This 50-diapers-per-child-per-month is the standard that the National Diaper Bank Network suggests we provide in order to fill a family's "diaper gap"—the gap between what families are able to provide for their babies and what the babies actually need to stay clean, dry, and healthy. There are a few exceptions: 1) organizations that are shelters will receive double this (four packs diapers and two packs pull-ups) or 2) if a partner only wants one pack of diapers/child (usually space issues, logistics, etc.). Additional exceptions can be considered, as our partners know their families and their needs well.

Diaper distribution occurs once a month for each partner. Several days before the distribution, we send our partners an email asking for diaper requests. The diaper request form is a Google form that asks for specific sizes, numbers of babies, families, etc. Diapers are then packed into re-usable nylon bags (big laundry bags), and we ask our partners to return them at their next diaper pickup. On distribution day, partners pick up diapers from our location.

For a list of our current distribution partners, please visit our website.

Our Board of Directors: Expectations as a Whole

Our board of directors serves as the heart of our organization. We expect that all members feel a connection to the mission and understand how diaper need affects families and communities. Our board members each have unique strengths... some are visionaries, or creative thinkers, or worker bees, or money-savvy planners, or people connectors. We expect board Members to share their opinions and experiences and listen to those of others. We do not discriminate on any basis, and we do not tolerate bullying, hate, or unproductive negativity. As our organization grows and evolves, we strive for diversity on our board—diversity in age, gender, race, ethnicity, religion, and life experience.

The three legal duties of a nonprofit board member are *duty of care* (pay attention to the organization's activities and operations), *duty of loyalty* (put the interests of the organization before personal and professional interests), and *duty of obedience* (comply with applicable federal, state, and local law, the organization's bylaws and remain guardians of the organization's mission).

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Our Board of Directors: Expectations as Individual Board Members

Each individual board member is expected to:

- understand the organization's mission, policies, programs, and needs
- follow the organization's bylaws, policies, and board resolutions
- faithfully read and understand the organization's financial statements
- serve as advocates and ambassadors for the organization
- fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance the mission
- leverage connections, networks, and resources to develop collective action to fully achieve the mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in monthly board meetings
- participate fully in one or more committees
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

Board Member Requirements

(1) Each board member must make a personal contribution of at least \$10 to the organization each year. *Grant applications sometimes ask for the percentage of board members who make donations. This makes it easy for us to proudly say 100%.*

(2) Each board member must "Give or Get" at least \$500 for the organization each year, through a personal donation, a personal fundraising campaign* (social media makes this easy) or coordinating (a) diaper drive(s) of at least 2,500 diapers...or any combination of the three. If a board member is facing circumstances that make this difficult, exceptions can be made.

**A personal fundraising campaign (a peer-to-peer campaign in Flipcause) is expected each year, with each board member choosing their own goal.*

A corporate sponsor package is also available for personal or professional connections with businesses who want to support us.

(3) Board terms run for a three-year period. Board members are asked to make a good faith effort to remain on the board for the entire three-year term. After the second three-year term, a board member's term may be extended annually based on board vote.

(4) Board meetings occur on the second Monday of each month. It is expected that you will make it a priority to attend meetings and be prepared for each meeting.

Standing Board Committees

Advocacy and Awareness Committee

- Description: Responsible for connecting our mission with local, state, and federal policy makers. This committee also helps build awareness for diaper need and the AADB mission, most notably guiding the “Diaper Need Homework” series.
- Timing: Flexible, from home
- Ideal for folks who like to work on the big picture, affect slow and steady change, and can connect the dots between the concept of “diaper need” and issues facing constituents/neighbors/community.

Communications Committee

- Description: Manages social media channels and the monthly newsletter.
- Timing: Flexible, from home
- Ideal for folks who easily navigate multiple social media accounts, and folks with graphic design experience.

Finance and Fund Development Committee

- Description: Responsible for planning the timing of campaigns, setting and communicating expectations for fundraising, and ensuring we’re on target.
- Timing: Flexible, from home
- Idea for folks who like to work on the big picture. The fundraising part of this committee will also fit well with people who love their community connections and can translate that into support for our organization.

Governance Committee

- Description: Organizes the board manual, conducts interviews with prospective board members, and conducts annual board orientation in January
- Timing: Flexible, from home.
- Ideal for folks who are organized, enjoy strategic thinking and seeing the big picture.

Diaper Drives Committee

- Description: Coordinates diaper drives (providing information on collecting, coordinating a time for diaper drop-off or pick-up), seek out new locations for permanent drop-off locations, and oversee the Diaper Need Awareness Week diaper drive.
- Timing: Flexible, from home. *May need to coordinate diaper drive collections.*
- Ideal for folks who are organized and have time to manage back-and-forth emails/texts to coordinate. Also good for folks who are willing to hustle for diaper drives.
- Email: diaperdrives@athensareadiapers.com

2022 Ad Hoc Board Committees

Galentine’s Event

- Description: Organizes an event to celebrate friendship
- Timing: Annually in February

Nap-a-thon/Mother’s Day Event

- Description: Organizes an event to celebrate all mothers
- Timing: Annually in May

Diaper Need Awareness Week

- Description: Organizes diaper drives
- Timing: Annually in September

Human Resources

- Description: Prepares job descriptions for new roles
- Timing: As needed

Conflict of Interest Policy

Athens Area Diaper Bank, Inc. ("AADB"), as a tax-exempt not-for-profit corporation, has a special obligation to uphold the public trust because of its charitable purposes and privileges, and is committed to acting with integrity and fairness in all of its operations. To this end, AADB is committed to avoiding any potential conflicts of interest and any appearance of conflict of interest in all aspects of its operations.

This Conflict-of-Interest Policy (the "Policy") and AADB's practices are intended to ensure that AADB actions do not result in, or have the appearance of, bias or unfairness in its decision-making as a result of personal or business relationships that AADB board members may have with AADB vendors. AADB also expects that its board members will follow practices that preclude individual benefit, or the appearance of individual benefit, in the financial transactions of AADB, and will act with fairness and integrity in all dealings with grantors, potential grantors, grantees, potential grantees, vendors, and others who have a business relationship with AADB.

It is the obligation of each AADB board member to disclose actual or potential conflicts of interest. Such disclosure includes affiliations with any organization with which AADB does business, including any grantor (someone who gives AADB money or like-kind items) or potential grantor or grantee (someone to whom AADB gives money or like-kind items) or potential grantee, and in which the individual has a personal or financial interest. When such an affiliation exists, the individual should not participate in decision-making involving business transactions between AADB and the organization.

This policy applies to the board members of AADB.

Conflicts of Interest Defined

A conflict of interest exists when the duty of loyalty of a Director of AADB is potentially compromised by actual or potential benefits received from another source. A business or personal relationship may create a conflict of interest because it could impair the independent judgment of a AADB board member in the exercise of duties relating to AADB and its operations. Conflicts are not limited to financial interests, but may also include situations that convey a personal benefit or advantage causing the individual to have dual and/or conflicting loyalties in connection with a grant or other AADB expenditure or business arrangement or contract.

Examples of Conflict-of-Interest situations:

- Having, or immediate family members (parents, spouse, siblings, children) having, more than a 5% financial interest or a control interest (e.g., Acting as Director, Officer, Director) in businesses or organizations that are AADB vendors, contractors, grantors, grantees, partners, and/or collaborators;
- Giving or receiving gifts or other favors of a nature that may influence the impartiality of decision-making; or receiving compensation or benefits from AADB grantors, grantees, vendors, or other organizations with which AADB does business.

In any situation not specifically covered, individuals should consider carefully any potential conflict of their personal interests with the interests of AADB and refrain from any action that might be perceived as motivated by an actual or apparent conflict of interest.

Procedures and Guidelines

AADB encourages its board members to be active members of their communities, including being involved as members and board leaders of non-profit organizations. Because there is potential that material conflicts of interest will arise from such affiliations, the relationships must in every case be disclosed to AADB. Disclosure is the process by which the relationship (such as board membership, employee status or consulting) is formally acknowledged by the individual to his/her colleagues on the AADB Board. For example, where the conflict arises from a deliberate relationship (such as consulting) with a vendor, the nature and reason for the relationship and intended benefit to AADB and the vendor should be described.

In addition, as part of AADB's internal controls procedures, these relationships should be reviewed periodically to ensure that they demonstrate compliance with AADB standards, terms and conditions.

AADB also recognizes that its board members who have such affiliations may face situations in which the appearance of a conflict of interest, even if disclosed, could be detrimental to AADB and the communities it serves. Such situations will be addressed as they arise.

Disclosures

AADB's Conflict of Interest Policy shall be provided to board members, and any other persons holding positions of responsibility and trust on behalf of AADB, before serving AADB. These individuals shall agree to abide by the Policy. They also shall disclose their affiliations with vendors or other organizations with which AADB does business by completing the attached Conflict of Interest Statement and Disclosure Form. AADB requires board members to provide a written disclosure of affiliations both at the beginning of their first term and annually thereafter. In addition, board members have a continuing obligation to disclose any actual or potential conflicts of interest whenever such situations arise during the year. Board members should submit disclosures in written form to the AADB President, who will then call upon the AADB Secretary to record the conflict in AADB's public records.

Abstention

AADB also requires board members to abstain from decision-making on issues about which they have actual or potential conflicts of interest. Disclosure, participation, and abstention shall be recorded in the minutes of the meeting(s) at which such issues are discussed and decided.

I hereby acknowledge that I have read and understand the AADB's Conflict of Interest Policy and agree to abide by it.

Date	Name (printed or typed)	Signature
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Conflict of Interest Statement and Disclosure Form

All board members shall receive a copy of the Conflict-of-Interest Policy and indicate by their signature that they agree to comply with it. Completed forms should be submitted to the AADB President.

I hereby disclose any affiliation that I have, or a member of my immediate family has, with any grantee. Specifically identify by checking the box below any affiliations that have received AADB consent to advance the AADB's mission and programmatic objectives.

<u>Grantee</u>	<u>Affiliation</u>	<u>AADB Consent</u>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

I have no affiliations with grantees to disclose: _____
Initial

I hereby disclose any significant financial interest or leadership role that I have, or a member of my immediate family has, in the following organization(s) that have or may be seeking a business relationship with AADB:

<u>Organization</u>	<u>Affiliation</u>
_____	_____
_____	_____
_____	_____
_____	_____

I have no affiliations with organizations having or seeking a business relationship with AADB to disclose: _____
Initial

The information given in this statement is complete and accurate to the best of my knowledge. I also understand that I have a continuing obligation to disclose any actual or potential conflicts of interest whenever such situations arise.

Date

Name (printed or typed)

Signature