



Athens Area Diaper Bank, Inc.

Board of Directors Handbook
2022

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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.