



## BOARD MEMBER JOB DESCRIPTION & APPLICATION

### Overview

It's an exciting time to be a volunteer Board member for PDX Diaper Bank. Since 2012, PDX Diaper Bank has addressed a critical resource gap for low-income and houseless families in Oregon. In June 2020, PDX Diaper Bank distributed its 1,000,000<sup>th</sup> diaper in the community. Diapers are a basic health necessity, yet the need is often overlooked. Our organization was founded on the belief that **everyone** deserves access to necessary diapering supplies in order to promote health, wellness, and productivity.

Diapers create opportunities. Access to clean diapering supplies keeps children and adults healthy, allows children to take part in early childhood education, increases a family's ability to join educational programs, facilitates caregiver connections to social service programs, and frees up resources to address emergency needs such as food, shelter, and medication. PDX Diaper Bank partners with a growing network of nonprofits and government agencies in order to get diapers into the hands of Oregon families in need.

One in three mothers in the U.S. struggles to purchase necessary diapering supplies. Due to the economic impact of COVID-19, PDX Diaper Bank is facing a dramatic increase in the need for emergency diapers. More families are struggling to purchase and access essentials during this time. Through support from private foundations and individual donors, PDX Diaper Bank is doing everything we can to respond to this increased need.

PDX Diaper Bank is at a pivotal stage of organizational growth and development; for this reason, we are seeking dedicated community leaders, advocates, and professionals to help expand and strengthen our efforts. As a member of the Board of Directors, you serve as a champion and keeper of PDX Diaper Bank's mission. You help set the course for the organization and oversee its progress. PDX Diaper Bank is committed to not only addressing families' immediate basic needs, but also educating the wider community about how systemic racism, sexism, and economic inequality perpetuate diaper need, and advocating for policy changes to address these root issues. Board members have a crucial role in all aspects of this mission.

Board members hold the primary responsibility for the health and success of PDX Diaper Bank. You uphold the organization's integrity at all costs. And you have fiduciary responsibility – you and the Board are ultimately responsible for the finances. You have legal duties of care, loyalty and obedience, and will uphold the organization's conflict of interest policy and our commitments to equity and diversity.

Board members also support PDX Diaper Bank's fundraising efforts, as fundraising is essential for the financial health of the organization. Board members are expected to:

1. Make a personally significant individual gift each fiscal year;
2. Support the organization's events; and
3. Leverage relationships and networks to raise funds for PDX Diaper Bank and support its programs.

### Term

Term length is *two years*, but a Board member may continue until a successor is elected. Board terms coincide with the organization's fiscal year (January 1-December 31), although members may be elected at any time.

### Primary Responsibilities

As stated above, primary responsibilities of each Board member are:



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1. ***Duty of Care.*** The duty of care requires Board members to act in a manner of someone who truly cares. This means that meetings must be attended, the Board members should be informed and take appropriate action when needed, and the decisions must be prudent.
2. ***Duty of Loyalty.*** The organization comes first. Decisions regarding funds and activities must promote the organization's public purpose rather than private interests. Potential conflicts should be scrutinized by the Board with the understanding the public will be skeptical of any such arrangement.
3. ***Duty of Obedience.*** Follow the organization's governing documents (Articles of Incorporation and Bylaws) and obey all applicable laws.

### **Other Responsibilities**

1. ***Governance.*** Oversee, evaluate, review and monitor:
  - a) Continuity of the organization through hiring/evaluations the Executive Director and development of executive staff;
  - b) Affairs of the Board, including Board development, transition, structure and effectiveness;
  - c) Succession planning at both Board and executive staff levels.
2. ***Leadership.*** In partnership with the Executive Director, guide the organization's mission and direction:
  - a) Evaluate progress toward strategic, programmatic and financial goals;
  - b) Work with executive staff to provide organizational leadership and planning;
  - c) Represent PDX Diaper Bank in the community and to the public.
3. ***Stewardship.*** Ensure confidentiality, protection and use of assets for the benefit of the public:
  - a) Review and approve annual budget;
  - b) Review and approve major organizational decisions, commitments, and plans including expenditures, loans, and leases;
  - c) Complete mid-year check-in with Governance Committee to share any concerns and ensure fulfillment of commitments.

### **Qualifications**

The PDX Diaper Bank Board of Directors strives to develop a board that reflects the communities we serve. We are seeking applicants who bring a range of skills, experience, and community connections to PDX Diaper Bank leadership. Individuals who meet some or all of the following qualifications are encouraged to apply:

- Previous experience with nonprofits, strategic planning, community organizing, or providing direct services
- Client, staff member, or volunteer at one of our service partner agencies
- Personal experience with diaper need or food and resource insecurity, and/or active engagement with communities responding to these issues
- Willingness to work within a collaborative and equity-driven team and to actively engage in ongoing learning about antiracist practices for nonprofit organizations

### **Expectations**

The Board has established the following expectations for its members:



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- **Mission.** To help keep the nonprofit on mission. The two most important questions that each board member should continually be asking are “What is our mission?” and “Does this action serve the communities with whom we work?”
- **Executive Director Oversight.** To approve the selection of and provide oversight and support for the Executive Director.
- **Meeting Attendance.** To take attendance and engagement seriously. No one can make all board meetings, but the expectation is to make at least 75% of them and let the Executive Director know when absence is required.
- **Committee Work.** To provide oversight for specific operations and support the staff in successfully carrying them out. This entails serving on a board committee that oversees a certain aspect of operations. Each committee will have a chairperson(s).
- **Fundraising and Financial Support.** Board members should be comfortable with and participate in fundraising. This includes personal contributions in proportion to one’s capacity to give and participating in fundraising campaigns. This includes identifying prospects and opening doors to possible donors.
- **Finance.** To ensure that financial accountability and stewardship are hallmarks of operations.
- **Advocates in the Community.** To advocate for and serve as ambassadors for PDX Diaper Bank in the community and among peers. Board members should be willing to network and provide a positive public face for the organization.
- **Advocates for Diversity, Equity and Inclusion.** PDX Diaper Bank supports diversity in all its forms, encompassing, but not limited to, race, age, disability status, economic circumstance, ethnicity, gender and gender identity, religion, country of origin, and sexual orientation. Our mission is best fulfilled when we embrace diversity as a value and equity as a practice, and our expectation is that our Board, partners, strategies, and investments reflect these core values.

### Application Process

PDX Diaper Bank is committed to developing a leadership team that reflects the diversity of our partner agencies and the communities they engage. PDX Diaper Bank accepts applications for board membership throughout the year, and applications are reviewed by the Governance Committee two times annually, in October and March. After initial review, the Governance Committee selects candidates to interview, and interviews may include a representative from the PDX Diaper Bank staff or volunteer community. Upon recommendation from the Governance Committee, final candidates will be invited to attend a Board of Directors meeting as a guest before a final determination is made collectively by the Board of Directors.



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Please return this completed application along with a professional and/or volunteer resume to:  
P.O. Box 22613, Portland OR 97269 OR Info@PdxDiaperBank.Org

### CONTACT INFORMATION

Name (first & last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (if different from mailing): \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

### SKILLS & EXPERIENCE

- Administration/Management
- Advocacy
- Change Management
- Diversity, Equity, Inclusion
- Education
- Event Planning
- Fundraising
- Finance/Budget
- Grant Writing
- Healthcare/Medical
- Human Resources
- Insurance
- Investment Management
- Law/Legal Review
- Marketing/PR

- Multilingual
- Organizational Development
- Politics/Public Policy
- Public Speaking
- Real Estate/Construction
- Social Media
- Strategic Planning
- IT/Technology
- Thought Leadership
- Volunteer Coordination
- Warehouse/Logistics
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### COMMUNITY CONNECTIONS

- Communities of Color
- LGBTQIA+ Community
- Disability Community
- Healthcare System
- Faith/Service Organization(s)
- Foundation/Philanthropy
- Corporation(s)
- Small Business
- Political/Elected Officials
- Advocacy/Community Organizers
- Media
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_



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## STATEMENT OF INTEREST

In 2-4 sentences, summarize your interest in joining the PDX Diaper Bank Board.

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## AFFILIATIONS

List your personal and professional affiliations (organizations you are a member of, certifications, etc):

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## COMMUNITY INVOLVEMENT

List the ways in which you are engaged in the Portland community, and/or involvement in other communities:

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## DIVERSITY & DEMOGRAPHICS

PDX Diaper Bank aims to reflect the diverse populations we serve and to continually evaluate equity in our hiring and Board selection processes. We welcome you to share aspects of your lived experience that may inform your perspectives as a Board member (*you may choose not to complete this section or to partially complete*):

### Lived Experience

- Parent
- Mental health
- Disability
- Foster system
- Houseless/housing insecurity
- Immigration/Refugee
- LGBTQIA+
- Poverty/low income
- Veteran/military service

### Race/Ethnicity

- African American/Black
- Asian/Pacific Islander
- Indigenous/Native American
- Latino(a)/Latinx
- Latino(a)/Latinx
- Middle Eastern/North African
- Slavic
- White
- I identify my race/ethnicity as: \_\_\_\_\_

### Age

- Under 30
- 31-39
- 40-55
- 55+

### Gender

- Woman
- Man
- Non-binary
- Transgender
- I identify my gender as: \_\_\_\_\_



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### Additional Aspects of Lived Experience

- Language(s) spoken (other than English): \_\_\_\_\_
- Other marginalized/historically underrepresented communities: \_\_\_\_\_
- \_\_\_\_\_

### REFERENCES

Please list two references who can speak to your skills, relevant experience, and integrity. At least one reference should be from a current employer.

Reference 1 Name: \_\_\_\_\_  
 Employer and Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reference 2 Name: \_\_\_\_\_  
 Employer and Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### AGREEMENT & SIGNATURE

By submitting this application, I affirm that this information is true and complete. I understand that if I am accepted as a PDX Diaper Bank Board member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that PDX Diaper Bank is a 501(c)(3) nonprofit Oregon corporation, and Board member positions are held in a volunteer capacity.

Name (printed) _____	Date _____
Signature _____	