

Purpose of Job:

To act as a liaison between the Regional Director and the membership of the state/province/area

To act as an information resource for childbearing families, doulas and DONA International membership

Duties/Major Areas of Responsibility:

- Welcome new members and congratulate those receiving certification and recertification as doulas from DONA International
- Communicate with your Regional Director by submitting reports biannually (June/December) using the SPAR Report template in the SPAR Handbook
- Regularly check and contribute to topics and answer questions on social networking media
- Contribute articles, news and information for and about her/his state/province/area to the Regional Director for publication in the quarterly regional *eDoula* email newsletter
- Coordinate a yearly meeting for DONA International members and doulas in the state/province/area
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in the state/province/area
- Convey information to be considered in policy making to the DONA International Board of Directors via the Regional Director
- Submit articles or information to the *International Doula*, if possible.

Responsible to:

Members

Regional Director

Board of Directors

Qualifications:

Current DONA International member

DONA certified doula in good standing or currently working towards certification

Good organization and communication skills

Phone, email and Internet capability

Time needed (per month):

8-12 hours

Duration of Appointment:

One (1) three (3) year term; term years commence on January 1 and expire on December 31.

Application procedure:

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which
 - a. covers the applicant's goals for the position
 - b. demonstrates a working knowledge of the time commitment and responsibilities of the position
 - c. expresses a desire to serve DONA International
 - d. explains why the applicant is the right person for the position
3. Reference phone and email contact information for two (2) people who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with the application

Email completed application packet to:

The Regional Director for your region