

Purpose of Job

To uphold the mission and vision of DONA International

To govern, establish and oversee policy, direct the activities of leadership, committees and management, and approve all actions pertaining to the business of DONA International

To promote and represent DONA International to the membership and world at large

Duties/Major Areas of Responsibility

Provide organizational leadership and advisement

Formulate and oversee policies and procedures

Adopt, review and fulfill strategic initiatives

Determine, regularly evaluate and monitor DONA International's programs and services

Attend all Board of Director meetings and participate in teleconference meetings

Provide oversight of the board, committees, management and others involved in the governance, leadership and administration of DONA International's business, finances and programs

Evaluate committee structure to meet current and future organizational need

Submit semi-annual reports pertaining to activities within the respective department(s)

Ensure necessary resources for the health and development of DONA International

Additional Duties/Major Areas of Responsibility

Assess the needs of the intercultural doula population and the communities they serve

Explore and establish guidelines for outreach and promotion of DONA International's mission and vision

Identify issues, explore and establish outreach guidelines, review policies and uphold the mission and vision to make DONA International accessible to all people who choose to become doulas or serve people of multicultural, multiethnic and diverse heritage

Enhance intercultural sensitivity among doulas toward each other and toward clients from diverse cultural, ethnic, and socio-economic groups

Recruit and maintain an active Intercultural Committee

Oversee the activities of the committees and subcommittees of the Intercultural division

Provide consultation for an intercultural perspective on DONA International committees, as needed

Administrator of DONA International Intercultural Facebook Group

Responsible to:

Members

Board of Directors

Required qualifications

DONA certified doula in good standing for one full recertification period

Leadership and management experience, preferred

Excellent organization and communication skills

Commitment to serve

Phone, email and Internet capability

Other qualifications, specific to individual positions

Education in and/or knowledge of varied cultures, races, ethnic backgrounds and socio-economic experiences Experience working with intercultural groups

Loyally serve DONA International as a certified doula and member in good standing

Standing Committee Member of

Publications Committee (Review Sub-Committee)

Nominations Committee (Review Sub-Committee)

Membership Committee

Advocacy Committee

Duration of term

One (1) three (3) year term, non-renewable, except for a presidential term

Time needed (per week)

Variable according to position: 5 +/- hours

Application procedure

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Reference phone and email contact information from two (2) professional references and one (1) personal reference who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with the application
5. Signed Confidentiality/Non-Disclosure Agreement
6. Signed Social Media Policy and provide public social media information (FB, IG, Twitter, ect.)

Email completed application packet to

Nominations@DONA.org

DONA@DONA.org