

**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 needs

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**

Meet the required qualifications of a DONA International Board Director

Personnel Management and/or team leadership experience

Previous experience as a DONA International State/Provincial/Area Representative (preferred not required)

Previous experience as a DONA International Regional Director or Board Director (required)

Efficient computer skills with Microsoft Word and Excel

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

Recruit & maintain an active committee of Regional Directors

Mentoring Regional Directors while overseeing their individual actions

Act as a liaison between the Board of Directors and the Regional Directors

Serve as an administrator on the DONA International SPAR social media forums

Determine and evaluate current member needs

Develop and implement appropriate member services

**Position Geographic Boundaries**

Eastern Division consists of Eastern Canada, Northeastern US, Southeastern US, Midwestern US

Western Division consists of Western Canada, Western Pacific US, Southwestern US, Mexico/International

**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 Members world-wide  
Phone, email and Internet capability  
Loyally serve DONA International as a certified doula and member in good standing

**Duration of term**

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

**Time needed (per week)**

Variable according to position: 5-10 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