Membership Director
Position Description

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 if 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