**Position Description**

**Treasurer Director**

**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**
- Serve on the Executive Committee
- Be responsible for all the funds, securities, evidences of indebtedness and other valuable documents of DONA International
- Oversee the deposit of all such funds in DONA International's name in banks, trust companies or other depositories or in a safe deposit vault, as the Board of Directors may designate
- Oversee the signing, making and endorsing in DONA International's name of all checks, notes, drafts, bills of exchange, acceptances and other instruments for the payment of money, and the pay out and disposal of any bills encumbered by except where Board of Directors requires the countersignature of the President
- Render a statement of the condition of DONA International's finances at each regular meeting of the Board of Directors and at such other times as shall be required
- Make public a financial statement for the membership on an annual basis
- Provide full and accurate books of account as the Board of Directors may require and exhibit the same to any Director upon application therefore

**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, etc.)

Email completed application packet to:
Nominations@DONA.org
DONA@DONA.org