

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 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