

**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:**

Oversee and direct the process of DONA International birth and postpartum doula certification and recertification

Recruit and maintain an active Certification Committee

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

Standing member on the Education Committee, Conference Committee and Grievance Committee

**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

DONA approved doula trainer, preferred not required

Dual certification as a birth and postpartum doula an asset, not required

Member of the certification committee for a minimum of one (1) year, preferred not required

Other qualifications, specific to individual positions

**Duration of term**

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

**Time needed (per week)**

Variable according to position: 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 for three (3) people who can attest to the applicant's qualifications
4. List of your doula community involvement, connections and contact information
5. Disclosure of any potential conflicts of interest should be made with application
6. Signed Confidentiality/Non-Disclosure Agreement

**Email completed application packet to**

Nominations@DONA.org

DONA@DONA.org