

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 Ambassador (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 Ambassador 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

Phone, email and Internet capability

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. List of your doula community involvement, connections and contact information
5. Disclosure of any potential conflicts of interest should be made with the application
6. Signed Confidentiality/Non-Disclosure Agreement

Email completed application packet to:

Nominations@DONA.org

DONA@DONA.org