At Large 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

Responsible to
- Members
- Board of Directors

Required qualifications
- Meet the required qualifications of a DONA International Board Director
- Excellent organization, note-taking and communication skills
- Ability to write copy and author documents on behalf of DONA International
- Efficient computer skills, including Microsoft Word, Excel, Cloud based communication (Dropbox etc).
- Excellent organization and demonstrated effective 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: 10 +/- hours

BOD original approval: 6/16/2020
Last revised:
BOD revision approval:
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. Disclosure of any potential conflicts of interest should be made with application

Email completed application packet to
applyforleadership@dona.org
Nominations@DONA.org
DONA@DONA.org