

Purpose of Job:

- To support the publication of *International Doula*, ensuring accuracy, appropriateness, grammatical correctness and aesthetic pleasantness of all quarterly issues.

Duties/Major Areas of Responsibility:

Production and publication of the *International Doula*, DONA International's quarterly print publication for its membership, including but not limited to:

- Production and publication of the *International Doula*, DONA International's quarterly print publication for its membership, including but not limited to:
 - Ensuring accuracy, appropriateness, and grammatical correctness of article submissions, as identified and requested by the managing editor.
 - Completing the editing process within a stipulated timeframe, determined in advance and in collaboration with the managing editor
 - Suggesting ideas for topics, story lines, feature articles, etc.
 - When requested by the managing editor, communicating with contributors that their work has been received and is under consideration, as well as regarding major content changes and acceptance or rejection of article(s), etc.
 - Communicating regularly with the managing editor regarding all aspects of the associate editor's duties.

Volunteer Committees:

The **Editorial Committee** reviews and edits material for inclusion in the *International Doula*. The Editorial Committee is comprised of volunteer DONA International members, who report to the Managing Editor under the direction of the Director of Publications.

The **Review Committee** evaluates the appropriateness of content for inclusion in the *International Doula* prior to final selection. Standing members of the Review Committee include the President, President Elect, Director of Publications, Director of Education, Intercultural Director and Director of Public Relations. Intercultural and Public Relations directors will provide additional approval for design and images prior to publishing.

Responsible to:

Membership

ID Managing Editor

Communications Director

Board of Directors