

Spirit Fund Committee Job Description

Purpose of Job:

To ensure that potential fee waiver applicants fully adhere to DONA International's Mission Statement, Standards of Practice and Code of Ethics. To implement criteria for a fee waiver application process

Duties/ Major Areas of Responsibility:

- To thoroughly review all applications for fee waivers according to set criteria
- To ensure that fee waiver applicants do not have any grievances or complaints filed against them
- To select and inform chosen fee waiver recipients of the amount of the award and notify those applicants who have not been chosen
- To file a report with the Board of Directors on a regular basis, quarterly or four (4) months in advance in case of full or partial fee waiver for conference

Responsible to:

Doula Spirit Fund Committee Chair
Board of Directors

Qualifications:

- Good organization and communication skills
- Phone, e-mail and internet capability
- Time needed (per week)
- Variable