

**Purpose of Job:**

To act as a liaison between the Regional Director and the membership of the Ambassador  
To act as an information resource for childbearing families, doulas and DONA International membership

Grow your leadership skills within and outside of DONA International

**Duties/Major Areas of Responsibility:**

- Work closely with your Regional Director to keep leaders informed about what's happening in your area
- Welcome new members and congratulate those receiving certification and recertification as doulas from DONA International
- Communicate with your Regional Director by submitting reports monthly using the Ambassador Report guidelines described in the Ambassador Handbook
- Actively engage in discussions on DONA International social media platforms to promote connection, enhanced information about the organization or doula issues (Twitter, Facebook, Instagram, or other platforms introduced)
- Train to host state/provincial/area membership meetings and host/co-host them at least twice each year
- Provide monthly reports to Regional Directors (to include meeting reports, member questions/concerns follow up & resolutions, etc) using Ambassador Report form
- Communicate with area membership to address need/concerns and follow-up within 48 hours of requests
- Attend and help host a yearly Regional meeting
- Participate in monthly educational Zoom calls led by Regional Directors and Membership Directors with special guests
- Provide a minimum of two volunteer spotlights to Regional Directors each quarter (eight each year)
- Contribute articles, news and information for and about her/his state/province/area to the Regional Director for publication in the quarterly regional eDoula email newsletter
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in the state/province/area
- Convey information to be considered in policy making to the DONA International Board of Directors via the Regional Director
- Submit articles or information to the International Doula, if possible

## Ambassador Position Description

**Responsible to:**

Members  
Regional Director  
Membership  
Directors  
Board of Directors

**Qualifications:**

Current DONA International member  
DONA certified doula in good standing or currently working towards certification  
Good organization and communication skills  
Phone, email, social media usage/accounts and Internet capability

**Time needed (per month):**

8-12 hours

**Duration of Appointment:**

One (1) term, a (2) year term year to commence on January 1 and expire on December 31  
Renewable upon Membership Director, Regional Director and additional input

**Application procedure:**

1. Complete online application
2. A resume or curriculum vitae (optional)
3. Disclosure of any potential conflicts of interest should be made with application
4. Signed confidentiality agreement

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