

Advocacy Sub-Committee Chair Position Description

Purpose of Job:

To act as a liaison between the Advocacy Director and the members of the Sub-Committee

To lead the Sub-Committee in generating new Advocacy-related activities and completing tasks

Grow your leadership skills within and outside DONA International

Duties/Major Areas of Responsibility:

- Work closely with the Advocacy Director to keep leaders informed about what's happening on your sub-committee
- Develop annual goals for Sub-Committee collaboratively with sub-committee members and the Advocacy Director
- Create work plans for each annual goal with timelines for specific deliverables
- Participate in monthly Sub-Committee Chair Zoom meetings with the Advocacy Director, other Sub-Committee chairs, and special guests to update on sub-committee specific activities and generate ideas for the DONA Advocacy Agenda
 - Your appointment as Sub-Committee Chair may be up for review should you miss three (3) Zoom Meetings in a row
- Contribute to semi-annual reports on activities in each Sub-Committee
- Lead monthly Zoom meetings of the Sub-Committee members
 - Your appointment as Sub-Committee Chair may be up for review if your Sub-Committee does not hold Zoom meetings for three months in a row
 - Keep detailed meeting notes to be shared with Sub-Committee Members and Board of Directors
- Hold Sub-Committee accountable to completing stated annual goals by providing guidance and leadership to sub-committee members
- Generate ideas for advocacy activities relevant to the specific sub-committee
- Work collaboratively with other sub-committee chairs and the Advocacy Director on high level, interdisciplinary projects
- Respond to emails regarding your sub-committee chair position within 48 hours
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in the state/province/area
- Convey regional information relevant to policy making to the DONA International Board of Directors via the Advocacy Director
- Submit articles or information to the International Doula and/or eDoula, if possible

Responsible to:

Members

Advocacy Director

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 Internet capability



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Time needed (per month):

10-15 hours

Duration of Appointment:

One (1) term, a 1-year term

Renewable upon Advocacy Director and Board of Directors 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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