

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

Term:

One (1) two (2) year term commencing on Jan. 1 and expiring on Dec 31

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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