



Diversity, Equity, and Inclusion Committee Chairperson Position Description

Purpose of Job:

To act as Liaison between the Director of Diversity, Equity, and Inclusion and the members of their Committee. To lead their Committee in generating new programs related to their population. To grow leadership skills within and outside of DONA International.

Duties/Major Areas of Responsibility:

- Work closely with the Director of Diversity, Equity, and Inclusion to keep leaders informed about what is happening in their committee
- Curate educational opportunities in their subject area consisting of original content and/or existing resources
- Participate in monthly committee meetings with the Director of Diversity, Equity and Inclusion, other Chairpersons, and special guests to update committee-specific activities and generate ideas for their committee
 - appointment as Chairperson may be up for review should you miss three (3) consecutive meetings
- Contribute to semi-annual reports on committee activities
- Lead monthly meetings with committee members
 - appointment as Chairperson may be up for review if committee does not hold meetings for three (3) consecutive months
 - keep detailed meeting notes to be shared with committee members and Board of Directors
- Hold committee accountable for completing stated annual goals by providing guidance and leadership to committee members
- Generate ideas for programs that are relevant to the specific committee
- Work collaboratively with other Chairpersons and the Director of Diversity, Equity and Inclusion on high-level, interdisciplinary projects
- Respond to e-mails regarding Chairperson position within 48 hours
- Promote DONA International when attending conferences of other organizations interested in childbearing issues
- Submit articles or information to the International Doula, if possible

Responsible to:

Members
Director of Diversity, Equity and Inclusion
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

Time Requirement:

10-15 hours per month

Original approval: No record
Last revised: 01/20
BOD revised approval: 01/20



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Duration of Appointment:

Description

One (1) term, a 2-year term

Renewable upon Director of Diversity, Equity, and Inclusion and Board of Directors input

Application procedure:

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

[Apply](#)

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Task List

___ Work closely with the Director of Diversity, Equity, and Inclusion to keep leaders informed about what is happening on your committee

___ Curate educational opportunities in their subject area consisting of original content and/or existing resources

___ Participate in monthly committee meetings with the Director of Diversity, Equity, and Inclusion, other Chairpersons, and special guests to update on committee-specific activities and generate ideas for the Diversity, Equity and Inclusion Committee

___ Contribute to semi-annual reports of committee activities

___ Lead monthly meetings with committee members

___ Keep detailed meeting notes to be shared with committee members and Board of Directors

___ Generate ideas for programs that are relevant to the specific committee

___ Work collaboratively with other Chairpersons and the Director of Diversity, Equity, and Inclusion on high-level, interdisciplinary projects

___ Promote DONA International when attending conferences of other organizations interested in childbearing issues

___ Submit articles or information to the Diversity, Equity and Inclusion Doula