

Regional Director Position Description

Purpose of Job:

To uphold the mission and vision of DONA International. To promote and represent DONA International to the membership and world at large.

Duties/Major Areas of Responsibility:

- Provide organizational leadership and advisement
- Formulate and oversee policies and procedures
- Adopt, review and fulfill strategic initiatives
- Determine, regularly evaluate and monitor DONA International's programs and services
- Submit semi-annual reports pertaining to activities within the respective department(s)
- Ensure necessary resources for the health and development of DONA International
- Participate in teleconference meetings with the Board (as needed)

Additional Duties/Major Areas of Responsibility:

- Recruit and maintain an active committee of Ambassadors in the region and oversee their individual actions Work with Membership Directors, PR & Marketing Director & Nominations Committee to recruit Ambassadors for your region
- Provide programmatic leadership and support to Ambassadors by creating opportunities for professional growth within the organization
- Recruit and recommend applicants for Ambassador positions
- Communicate regularly with Ambassadors in the region
- Train Ambassadors to host membership meetings
- Moderate and participate in social media forums in which DONA International has an official presence
- Encourage and Lead Ambassadors in engaging members on the Regional Facebook Groups
- Participate in/lead monthly calls with Ambassadors
- Sit on at least one committee and/or task force
- Semi-annually submit expenses with report
- Contribute to the quarterly regional eDoula newsletter for her/his region following guidelines set forth by the Newsletter Editor and Director of Publications
- Contribute articles or information to the International Doula
- Share volunteer spotlights from Ambassadors with eDoula Manager & ID Editor
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in their region
- Oversee coordination of the Regional Display
- Monitor regional membership meeting budgets, expenses, and activities. Submit expenditure report with monthly Membership Directors' report.
- Provide updated membership directories of their areas for the appropriate Ambassador (monthly)
- Fulfill the responsibilities of the Ambassador in their region where there is a vacancy
- Congratulate newly certified and re-certified DONA International doulas via e-mail and assure that the appropriate Ambassador congratulates them
- Aid in coordinating meetings in each state/province/area and/or region for DONA International members within that region
- Serve on the Ethics Committee, as needed to resolve issues in her/his region

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- Track Membership Meetings and ensure follow up (by Ambassadors) with members is completed
- Help plan and host at least 1 Regional meeting with members annually
- Provide reports to Membership Directors Monthly

Responsible to:

Members

Membership Director(s)

Board of Directors

Required Qualifications:

- DONA certified doula in good standing for one full recertification period Leadership and management experience, preferred
- Excellent organization and communication skills
- Commitment to serve
- Phone, email and Internet capability
- Previous experience as an Ambassador preferred not required other qualifications, specific to individual positions

Duration of term:

One (1) three (3) year term, non-renewable, except for a presidential term

Time needed (per week):

Variable according to position: 5-10 hours

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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