

## Nominations and Elections Committee Job Description

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**Purpose of Job:**

To solicit, recruit and identify candidates for general volunteer and Board of Director positions.

**Duties/Major Areas of Responsibility:**

- Collaborate on the solicitation and recruitment of eligible candidates for general volunteer and Board of Director positions throughout the year on a rolling basis
- Review candidate applications and conduct applicant and reference interviews throughout the year on a rolling basis
- Participate in selecting those candidates who best meet the eligibility requirements for each position to be presented to the committee chair or Board of Directors for approval
- Present the approved slate of candidates for Board of Directors to the membership via electronic notification as a ballot election, via Committee Chair
- Review organization policies when changes are needed

*Committee:*

The Past President (or designee) serves as the convener of the Nominations and Elections Committee, six (6) DONA certified doula in good standing from the general membership. Consultants to the committee include the Director of Education, Director of Certification and Grievance Chair, as required.

**Responsible to:**

Past President (or designee)  
Board of Directors  
Members

**Qualifications:**

- DONA certified doula in good standing, defined as three (3) or more years of DONA International membership and certification
- Former Board member (just for 3 of the seats-does not apply to every applicant)
- Excellent organization and communication skills
- Appropriate people skills, as demonstrated through previous DONA International committee work and/or through professional and/or work experience
- Willingness to serve the DONA International membership with loyalty while keeping DONA International's best interest in mind
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**Time needed (per week):**

Variable, dependent upon the timing, but approximately one (1) hour per week and five (5) hours per week during the Board candidate vetting process

**Term:**

One (1) one (1) year term commencing on Jan. 1 and expiring on Dec 31 (with potential to roll over to a second year)

**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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