

President Elect Position Description

Purpose of Job:

To uphold the mission and vision of DONA International. To govern, establish and oversee policy, direct the activities of leadership, committees and management, and approve all actions pertaining to the business 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
- Attend all Board of Director meetings and participate in teleconference meetings
- Provide oversight of the board, committees, management and others involved in the governance, leadership and administration of DONA International's business, finances and programs
- Evaluate committee structure to meet current and future organizational needs
- Submit semi-annual reports pertaining to activities within the respective department(s)
- Ensure necessary resources for the health and development of DONA International

Additional Duties/Major Areas of Responsibility:

- Assist the President in the discharge of duties as requested; direct the activities of standing committees and, in the absence or inability of the President to act, perform the President's duties
- Work closely with the President to gain insight and understanding into tasks and responsibilities of the role of the President
- Serve on the Executive Committee

Responsible to:

Members
Board of Directors

Required Qualifications:

- DONA certified doula in good standing for one full recertification period
- Experience, Knowledge, training and facilitation skills in the areas of birth equity, cultural diversity, cultural awareness, and/or cultural humility is required
- DONA International Board or Committee experience within last three years
- Successful completion of Board term or Committee service
- Leadership and management experience
- Excellent organization and demonstrated effective communication skills
- Commitment to serve
- Phone, email and internet capability

Duration of Term:

One (1) one (1) year term, followed by one (1) one (1) year term as President and one (1) one (1) year term as Immediate Past President, for a total of one (1) three (3) year collective term



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Time Needed (Per Week):

Variable according to position: 10+/- hours

Application Procedure:

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Reference phone and email contact information from three (3) people who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with the application by completing the Conflict of Interest and Disclosure Form.

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