



## Continuing Education Committee Member Position Description

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### **Purpose of Job:**

The overall purpose of the Continuing Education Sub-Committee is to develop and implement approval systems for applications for DONA-Approved continuing education workshops and Advanced Doula Training workshops. Additionally, the Continuing Education Sub-Committee works to develop DONA-produced webinars and online continuing education.

### **Receives Strategic Direction from:**

Director of Education  
Continuing Education Sub-Committee Chair

### **Receives Management and Administrative Support from:**

Education Manager

### **Duties/Major Areas of Responsibility:**

- Review and update current procedures for receiving and processing submitted continuing education applications. Develop rules for awarding contact hours.
- Approve applications for continuing education and award contact hours.
- Research and review relevant, external continuing education programs for certified doula contact hour needs.
- Research current and future continuing education needs of certified doulas. May develop Request for Proposals to develop in-house continuing education products for certified doula contact hour needs.

### **Qualifications:**

- Active DONA-Approved Trainer in good standing encouraged
- DONA certified doula in good standing for one full recertification period required
- Experience creating approval systems and evaluating continuing education programs
- Technically proficient and able to use a variety of cloud-based platforms for organizing documents and group communication

### **Duration of Term**

One (1) year term with potential to roll over to a second year

### **Time Needed (Per Week)**

Variable according to current projects: 5 +/- hours per week, dependent upon the cycle of activities. The work of this sub-committee is primarily on-going review work and may include future development work.

### **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](#)**

BOD original approval: No record  
Last revised: 04/17  
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