Advocacy Sub-Committee Chair Position Description

Purpose of Job:  
To act as a liaison between the Advocacy Director and the members of the Sub-Committee  
To lead the Sub-Committee in generating new Advocacy-related activities and completing tasks  
Grow your leadership skills within and outside DONA International

Duties/Major Areas of Responsibility:  
- Work closely with the Advocacy Director to keep leaders informed about what’s happening on your sub-committee  
- Develop annual goals for Sub-Committee collaboratively with sub-committee members and the Advocacy Director  
- Create work plans for each annual goal with timelines for specific deliverables  
- Participate in monthly Sub-Committee Chair Zoom meetings with the Advocacy Director, other Sub-Committee chairs, and special guests to update on sub-committee specific activities and generate ideas for the DONA Advocacy Agenda  
  o Your appointment as Sub-Committee Chair may be up for review should you miss three (3) Zoom Meetings in a row  
- Contribute to semi-annual reports on activities in each Sub-Committee  
- Lead monthly Zoom meetings of the Sub-Committee members  
  o Your appointment as Sub-Committee Chair may be up for review if your Sub-Committee does not hold Zoom meetings for three months in a row  
  o Keep detailed meeting notes to be shared with Sub-Committee Members and Board of Directors  
- Hold Sub-Committee accountable to completing stated annual goals by providing guidance and leadership to sub-committee members  
- Generate ideas for advocacy activities relevant to the specific sub-committee  
- Work collaboratively with other sub-committee chairs and the Advocacy Director on high level, interdisciplinary projects  
- Respond to emails regarding your sub-committee chair position within 48 hours  
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in the state/province/area  
- Convey regional information relevant to policy making to the DONA International Board of Directors via the Advocacy Director  
- Submit articles or information to the International Doula and/or eDoula, if possible

Responsible to:  
Members  
Advocacy Director  
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
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**Time needed (per month):**
10-15 hours

**Duration of Appointment:**
One (1) term, a 1-year term
Renewable upon Advocacy Director and Board of Directors input

**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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