

Ambassador-at-Large Position Description

Purpose of Job:

To act as a liaison between the Regional Membership Committee Chair (RMC) and DONA International Members in their Region. To act as an information resource for childbearing families, doulas and DONA International membership. To grow leadership skills within and outside of DONA International.

Duties/Major Areas of Responsibility:

- Participate in Membership Team-led events
 - Plan and host at least one of the Member Meeting happening for members in your Region each year (virtual or in-person)
 - Host at least one of the monthly New Member Orientation meetings happening on Zoom
 - Assist Director, RMC, and Continuing Education Chair in planning Member Seminars, and assist RMS in hosting at least one seminar per year
- Engage with DONA Membership
 - Facilitate discussions on DONA Connect to promote connection among members, and provide information about the organization or doula issues
 - Send congratulatory messages to newly (re)certified DONA members
 - Communicate with Regional members to address need/concerns as needed
 - Submit articles or information to the International Doula, if possible
- Inform DONA about area events and the needs, concerns, and success of DONA members and childbearing people in your area
 - Submit a monthly reports
 - Participate in monthly Membership Team meetings
 - Provide volunteer and member spotlights to RMC
 - Inform RMC of concern or policy change suggestions that should be brought to the Board for consideration
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in the state/province/area

Responsible to:

- Members
- Regional Membership Committee Chair
- Director of Membership
- 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 and Internet capability

Duration of Appointment:

One (1) term, a two- (2) year term to commence on January 1 and expire on December 31



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Renewable upon Director of Membership, RMC approval

Time needed (per month):

4-8 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 Internation and explains why the applicant is the right person for the position.
3. Reference phone and email contact information from two (2) professional references and one (1) personal reference who can attest to the applicant's qualifications
4. Disclosure of any porential conflicts of interest should be made with the application
5. Signed Confidentiality/Non-Disclosure Agreement

Email completed application packet to:

Director of Membership (membershipdirector@dona.org)

Applyforleadership@dona.org