

## Regional Membership Chair Description

---

**Purpose of Job:**

To uphold the mission and vision of DONA International, to promote and represent DONA International to the membership and world at large, to ensure a thriving, engaged member community. To act as a liaison between the Director of Membership and Ambassadors-at-Large in their region. To grow leadership skills within and outside of DONA International.

**Receives Strategic Direction and Management from:**

Director of Membership

**Duties/Major Areas of Responsibility:**

- Provide organizational leadership and advisement to Ambassadors-at-Large through participation in Membership Team-led events
  - Coordinate with Ambassadors-at-Large (Ambassadors) to schedule at least two Member Meetings in your Region annually
  - Train Ambassadors to host Member Meetings
  - Coordinate with team to schedule and facilitate monthly New Member Orientation Meetings
  - Work with Director of Membership and the Continuing Education Committee to plan Member Seminars and select member speakers
  - Host at least one Member Seminar annually and engage Ambassadors as co-hosts
  - Communicate with Ambassadors regularly
- Engage with DONA membership
  - Encourage and lead Ambassadors in engaging members on DONA Connect
  - Facilitate discussions on DONA Connect to promote connection among members, and provide information about the organization or doula issues
  - Consult with Director as a Moderator on DONA Connect
  - Send congratulatory messages to newly (re)certified DONA members
  - Contribute articles or information to the International Doula Magazine
- Inform DONA leadership about area events and the needs, concern, and success of DONA members and childbearing people in you Region
  - Submit a monthly activity report and annual budget report
  - Participate in monthly Membership Team meetings
  - Provide volunteer and member spotlights to Director of Membership
  - Inform Director of Membership of concerns or policy change suggestions that should be brought to the Board for consideration
  - Share volunteer spotlights from Ambassadors with ID Editor and member spotlights with eBlast editor
- Assist in the management of the Membership Department
  - Attend monthly Membership Team meetings
  - Review, evaluate and make suggestions to revise DONA International member programs, services, and value propositions
  - Determine and evaluate current member needs, and work with Director to develop and implement appropriate member services

Created: No record

Revised: 12/18

Last Revised: 09/21

BOD Revision Approval: 09/21

Last Revised: 06/23

BOD Revision Approval: 06/23

## Regional Membership Chair Description

- Collaborate with Director to review and revise Ambassador duties and responsibilities. Assist director with recruitment and maintenance of an active committee of Ambassadors in the region and oversee their individual actions
- Fulfill the responsibilities of the Ambassador-at-Large in their region where there is a vacancy
- Promote DONA International when attending conferences of other organizations interested in childbearing issues in Region

### **Responsible to:**

- Members
- Ambassadors-at-Large
- Director of Membership
- Board of Directors

### **Required Qualifications:**

- DONA certified doula in good standing for one full recertification period
- Leadership and management experience, preferred
- Excellent organization and communication skills
- Commitment to serve
- Phone, email and Internet capability
- Previous experience as an Ambassador is preferred, not required

### **Duration of term:**

One (1) term, a two (2) year term to commence on January 1 and expire on December 31  
Renewable upon Director of Membership and Board of Directors approval

### **Time needed (per week):**

Variable according to position: 2-5 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 two (2) professional references and one (1) personal reference who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with the application
5. Signed Confidentiality/Non-Disclosure Agreement

### **Email completed application packet to:**

Nominations@DONA.org  
DONA@DONA.org