

Summary of Director role and purpose

The Board of Directors is the legal authority for Doula C.A.R.E. Inc. (the “Organization”).

A Director (member of the Board) acts in a position of trust for the community and is responsible for the effective governance of the organization.

A Director is elected by, responsible and accountable to Membership.

Qualifications / Experience / Special Skill Set

- Current Doula C.A.R.E. member (or become a member within 10 days of election)*
- Previous experience in leadership, organizational skills and some administrative skills would be beneficial
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel would be beneficial
- Phone, e-mail and internet capability
- Strong organizational skills.
- Strong verbal and written communication skills.
- Computer literacy in word processing and database management
- Work well with a team

**per Doula C.A.R.E. By-laws*

Length of Term

- Two (2) year term, which is renewable for a maximum of three (3) terms or six (6) years of service.

Requirements

- Commitment to the vision, mission and goals of the Organization
- Be informed of the services provided by the Organization and publicly support them
- Prepare a written report for and attend the Annual General Meeting
- Attendance at Annual Board Orientation/Strategic Planning Retreat
- Attendance at quarterly Board meetings
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Directors and Volunteers
- Be aware of, and abstain* from, any conflict(s) of interest (**any conflict must be declared at a meeting, and abstain from voting on the issue on which there is a conflict of interest*)
- Willingness to serve on at least one committee, or fulfill one role in addition to Director
- Develop a succession plan and identify a Member to be trained to assume the role of Membership Director/ Director upon expiry of current term.
- Consult with the President between Board meetings as required.

Role & Responsibilities (Major Duties) of Membership Director

- Establishes long and short term goals, objectives and priorities for the Organization in meeting the needs of Membership

- Ensure all member profiles are complete and accurate
- Quarterly reports to regional reps with up-to-date membership list for region
- Liaison with doula organization trainers for lists of newly trained doulas in order to invite them to join the Organization
- Annual reminders to membership to renew
- Annual member satisfaction survey of current membership
- Annual survey of non-renewing members to determine why they are not renewing

Reports to

- Board
- Membership

Boundaries & Limitations

The Membership Director must function within the By-laws of the Organization and agree to comply with the Code of Conduct, Communications Guidelines, and Standards of Practice that exist at the time serving in office.

Time commitment per month

The approximate number of hours/month that this position is expected to take is 15 (significantly higher during annual renewal in September and October.) *(including Board meeting preparation, meeting time, committee meeting preparation and meeting time, and role specific duties)*

Participation Group

- Membership Director forms, and serves as Chair of, a committee of 3-4 persons to create, distribute and analyse the results of annual member surveys.

Benefits to the Volunteer

This position is a tremendous opportunity to serve the doula community by giving back to the community and the Organization. It provides the opportunity to gain a broader understanding of Doula C.A.R.E. and its dynamics while working with a team of other committed doulas. In addition you will gain hands on experience to: further develop skills in leadership; serve an important cause and contribute to the community good; develop or apply your knowledge, skills and experience; and find personal fulfillment.

AGREEMENT

In acknowledgement of the above listed responsibilities and expectations, I agree to serve as the Membership Director during the two (2) year term of October 1, [year] to October 1, [year].

Date: _____

Signature (Print Name: _____)