

### **Summary of Director role and purpose**

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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**

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- 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
- Previous experience in recording minutes an asset
- Strong verbal and written communication skills
- Computer literacy in word processing

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

### **Length of Term**

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

### **Requirements**

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- 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 Secretary/ Director upon expiry of current term.
- Consult with the President between Board meetings as required.

### **Role & Responsibilities (Major Duties) of Secretary**

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

- Prepare and maintain minutes and records for all board meetings in compliance with The Ontario Corporations Act and Organization’s By-laws
- Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all Directors
- Prepares and Files Annual Report (ON Form 1)
- A signing authority on behalf of the Board for financial and legal purposes

**Reports to**

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- Board
- Membership
- President

**Boundaries & Limitations**

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The Secretary 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**

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The approximate number of hours/month that this position is expected to take is 6 to 8 *(including Board meeting preparation, meeting time, committee meeting preparation and meeting time, and role specific duties)*

**Benefits to the Volunteer**

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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**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (Print Name: \_\_\_\_\_ )