

### **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 a leadership role
- Basic knowledge and understanding of Governmental regulations, meeting procedures
- Strong verbal and written communications skills, including being a confident public speaker.

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

### **Role & Responsibilities (Major Duties) of Vice-President**

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- Establishes long and short term goals, objectives and priorities for the Organization in meeting the needs of Membership
- Fulfill Chair position in the absence of the President at quarterly Board meetings

- Be an active member of the Board
- Primary point of contact for formal grievances
- Chair Grievance Committee to review all grievances, following Grievance Policy
- Maintains database of grievances filed

**Reports to**

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- Board
- Membership

**Boundaries & Limitations**

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The Vice-President 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*)

**Participation Group**

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Vice-President forms, and serves as Chair of, a committee of 3 persons as needed to process grievances.

**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 Vice-President during the two (2) year term of October 1, [year] to October 1, [year].

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

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