



## BOARD of DIRECTORS JOB DESCRIPTIONS

### EXECUTIVE COUNCIL

#### PRESIDENT

##### **BYLAW REQUIREMENTS:**

The President shall provide leadership, have general supervision of the affairs of MANA, be authorized to sign or endorse checks in the absence of the Treasurer, shall serve as the contractual agent of MANA, shall serve ex-officio on all committees of MANA, and shall perform other such duties as are necessarily incident to the office of President or as may be prescribed by the Board of Directors.

The President shall have served as a Board member in another office before becoming President. In the absence of a nominee who meets this requirement, the Executive Council shall open nominations to all voting members.

##### **RESPONSIBILITIES:**

The President's primary roles are to provide leadership for the Board of Directors and participate in the governance of the organization. The President must clearly understand the vision and mission of the organization, co-facilitate the actualization of the strategic plan, provide guidance in the creation and implementation of policies and procedures, oversee programs and projects, and delegate tasks in order to accomplish Board and organizational activities.

The President has four key areas of responsibility:

- Board leadership
- public relations
- financial planning and fundraising
- administration

The President serves as the principal liaison between the Board and management staff. The President represents the organization at public events and functions. The President is an *ex officio* member of all committee and divisions.

The President will:

- attend all Board meetings
- oversee Board and Executive Council meetings
- be the primary spokesperson for the organization
- call special meetings if necessary
- appoint all committee chairs, and with input from others, recommend who will serve on committees
- prepare agenda for board calls and meetings (with the Secretary and Vice President, and input from others as needed)
- act as liaison to various entities within and external to MANA
- coordinate annual performance evaluations (along with the Treasurer) for staff members
- work with the Leadership and Recruitment Committee to recruit new board members and oversee searches for new Board members and (along with the Treasurer) staff members
- periodically consult with Board members on their roles and help them assess their performance

#### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills: strong leadership that encourages team building, integrity, resilience, confidence, public speaking ability, writing proficiency, networking capability, multitasking, strategic planning, and hiring and managing staff.

#### **COMMITMENT:**

This position requires a minimum of twenty hours per week, but may be more depending on travel for the organization and projects the President undertakes.

### **VICE PRESIDENT**

#### **BYLAW REQUIREMENTS:**

The Vice President shall perform the duties of the President in the temporary absence of the President, or take over as President should the President be unable to permanently perform the duties of the position. The Vice President is the coordinator of standing committees determined by the Board of Directors. The Vice President will perform such other duties as may be assigned by the President, or the Board of Directors. The Vice President shall serve as liaison between the Board and Conference Committee, and present a conference report at each Board meeting.

#### **RESPONSIBILITIES:**

The Vice President has three key areas of responsibility:

- Board leadership
- oversight and coordination of all divisions, committees and sections including chairs and volunteers
- financial and operational success of MANA conferences

The Vice President supports the mission, vision and values of MANA, has experience working on the Board of Directors with a recognized service record, has an understanding of potential impact of MANA's decisions on the midwifery community, and will be committed to the success of MANA's projects and programs.

The Vice President will:

- attend all Board meetings
- serve on the Executive Council
- carry out special assignments as requested by the Board President
- understand the responsibilities of the Board President and be able to perform these duties in the absence of the President
- participate in Board leadership and mentoring new Board members
- assist the President (and Secretary) in preparation of Board meeting agendas
- act as liaison to various entities within and external to MANA
- oversee all divisions, committees and sections, and regularly communicate with chairs and volunteers and/or Division Directors who are responsible for those divisions, committees and sections
- oversee all conference planning and operations, and regularly communicate with conference coordinator and conference committee chairs to implement plans and ensure success

#### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include strong leadership that encourages team building, ability to bridge between committees, sections and divisions, strategic planning, systems coordination and flexibility.

#### **COMMITMENT:**

This position requires approximately fifteen hours per week, (more during conference time) but may be more depending on projects the Vice President wishes to undertake.

### **SECRETARY**

#### **BYLAW REQUIREMENTS:**

The Secretary shall be responsible for keeping and distributing the minutes of all meetings of MANA, the Board of Directors and the Executive Council, for coordinating all MANA correspondence, and for other such duties as pertain to the office.

#### **RESPONSIBILITIES:**

The Secretary has six key areas of responsibility:

- record keeping
- recording and disseminating meeting minutes
- correspondence
- generating and monitoring board member task lists

- participating with Document Review Committee to continually update Policy and Procedure Handbook
- creating, organizing and disseminating Board packets for spring and fall Board meetings

The Secretary will:

- attend all Board meetings
- serve on the Executive Council
- ensure the safety and accuracy of all Board records, and archive MANA material when appropriate
- assist the President and other Board members to create letters and other documentation internal and external to MANA (edit).
- create and review Board minutes and ensure Board minutes are approved by the Board of Directors in a timely manner
- provide notice to the Board of all board meetings and committee meetings, when appropriate

#### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: ability in computer technology and social media, well-organized, listening skills, writing and editing skills, and patience.

#### **COMMITMENT:**

This position requires approximately 15 hours per week. May be more in preparation for annual Board meetings and depending on projects the Secretary wishes to undertake.

### **TREASURER**

#### **BYLAW REQUIREMENTS:**

The Treasurer shall be custodian of the funds of MANA, give an itemized report at each meeting of the Board of Directors and at the annual meeting of MANA, be an ex-officio member of the Finance Committee, make recommendations and invest money with the approval of the Board of Directors after consultation with the Finance Committee, and perform other duties as pertain to the office.

#### **RESPONSIBILITIES:**

The Treasurer has eight key areas of responsibility:

- oversight of all financial transactions, maintenance of financial records, taxes, etc.
- maintenance of bank account(s) and investments
- prepare and manage budgets
- manage grant funds
- assure adherence to organizational financial policies
- serve as Chair of the Finance Committee

- regularly report to the Board of Directors regarding financial trends, assessments and concerns

The Treasurer will:

- attend all Board meetings
- serve on the Executive Council
- create the agenda for and participate in regular Finance Team meetings
- ensure the safety and accuracy of all financial records
- make investments to the optimum benefit of MANA
- oversee and maintain grants and special funds
- maintain inventory of fixed assets and merchandise (along with the Merchandise Chair)
- contract with a CPA to prepare annual 990 IRS form (or do it if capable)
- provide and/or arrange for auditing at the request of the Board of Directors
- ensure that appropriate financial reports are made available to the Board of Directors on a timely basis
- keep currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities

#### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: financial knowledge of the organization, understanding of financial accounting for nonprofits, knowledge of and commitment to cultural safety and competency, honesty, integrity, well-organized, understanding of computer technology, and a sense of humor.

#### **COMMITMENT:**

This position requires approximately fifteen hours per week but may be more at conference time, and depending on projects the Treasurer wishes to undertake.

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## **DIRECTORS**

### **DIRECTOR – DIVISION OF ORGANIZATIONAL DEVELOPMENT**

#### **BYLAW REQUIREMENTS:**

To be inserted

#### **RESPONSIBILITIES:**

The Director of the Division of Organizational Development has eight key areas of responsibility:

- leadership and optimization of MANA as a nonprofit organization
- organizational communication
- business contracts
- sales and marketing
- building strategic partnerships
- grant writing
- membership recruitment and retention
- managing organizational change

The Director of Organizational Development is responsible for developing a robust business model for the organization with sustainable resources to support MANA's mission, vision and goals.

The Director will:

- attend all Board meetings
- promote the mission, vision, and goals of MANA from a business perspective
- secure resources to support the organization
- develop a diverse and inclusive leadership and membership recruitment and retention program with appropriate mentorship opportunities
- assess organizational strengths, weaknesses, and opportunities, and assist in focusing strategic direction
- resolve conflicts and identify systemic factors that allow conflicts, chaos, or disorganization to occur
- develop merchandise and a marketing strategy
- increase membership
- oversee the following committees:
  - Sales and Merchandising Development Committee
  - Fundraising Committee
  - Membership Committee
  - Nominations and Elections Committee
  - ad hoc Committees as needed

#### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: strategic planning, priority setting, understanding organizational

systems, innovation, creativity, agility with the consensus process, Board leadership development, and a sense of humor.

**COMMITMENT:**

This position requires approximately fifteen hours per week and may be more depending on projects the Director wishes to undertake.

**DIRECTOR – DIVISION OF PROFESSIONAL DEVELOPMENT**

**BYLAW REQUIREMENTS:**

To be inserted

**RESPONSIBILITIES:**

The Director of the Division of Professional Development has four key areas of responsibility:

- promoting public awareness of midwifery as the gold standard of maternity care
- promoting opportunities for continuing education and professional development for midwives
- creating and maintaining professional documents, such as bylaws, core competencies, guiding principles, and position papers
- acting as liaison to MANA committees and sections (i.e., ICM and Student Sections)

The Director of the Division of Professional Development is responsible for overseeing the development of the profession of midwifery within the organization, maintaining MANA's strong voice of expertise regarding the Midwifery Model of Care and normal physiologic birth, and impacting policy through the dissemination of transformative research findings.

The Director will:

- attend all Board meetings
- maintain essential organizational documents
- provide and promote avenues for continuing education
- create educational training modules and curriculum
- be the liaison to the Division of Research
- work with the Secretary to archive MANA materials as needed
- oversee the following committees:
  - Document Review Committee
  - Membership Professional Development Committee
  - Student Section
  - ad hoc Committees as needed

**PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional

preferred skills: attention to detail, excellent writing skills, ability to create educational opportunities, management skills, and excellent people skills.

### **COMMITMENT:**

This position requires approximately fifteen hours per week but may be more depending on projects the Director wishes to undertake.

## **DIRECTOR – DIVISION OF PUBLIC AFFAIRS**

### **BYLAW REQUIREMENTS:**

To be inserted

### **RESPONSIBILITIES:**

The Director of the Division of Public Affairs has four key areas of responsibility:

- outreach activities
- communications and social media
- acquire and share knowledge of trends, activities and events in maternal and child health arenas
- marketing MANA.

The Director of Division of Public Affairs is responsible for outreach to the broader world. The Director will communicate with media, MANA members, and the general public about events both within the organization and in the larger world of midwifery and maternal child health, helping to ensure that midwives will become widely known and respected in the United States and internationally as quality health care providers.

The Director will:

- attend all Board meetings
- be responsible for overseeing and/or planning, development, and implementation of all of the organization's marketing strategies, communications, and public relations activities, both external and internal
- work with the Communications Director to post activities and events in midwifery and maternal and child health arenas
- take leadership in MANA communication projects, including on Facebook, Twitter, and blogs
- in coordination with the Vice President, oversee Media Response Team and Press Officer
- manage marketing of sales, merchandise, and conferences
- oversee the following committees:
  - Communications Committee
  - Media Response Committee
  - Public Relations and Marketing Committee
  - ad hoc Committees as needed



### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills: broad and complete understanding of social media, liaison skills, ability to interact with public and the press, excellent speaking and writing skills.

### **COMMITMENT:**

This position requires approximately fifteen hours per week but may be more depending on projects the Director wishes to undertake.

## **DIRECTOR – DIVISION OF HEALTH POLICY & ADVOCACY**

### **BYLAW REQUIREMENTS:**

To be inserted

### **RESPONSIBILITIES:**

The Director of the Division of Health Policy and Advocacy has four key areas of responsibility:

- knowledge and expertise in issues that involve midwifery work force, reimbursement, education, credentialing
- knowledge and expertise in ICM global standards, including knowledge of Education, Regulation, Association (ERA)
- participation in advocacy projects and coalitions
- oversight of certain MANA Committees.

The Director of the Division of Health Policy and Advocacy is responsible to maintain MANA's strong voice of expertise regarding the Midwifery Model of Care and normal physiologic birth and to impact policy through the dissemination of transformative research findings.

The Director will:

- attend all Board meetings
- maintain knowledge of and report trends and events in midwifery legislation and maternal child health policies
- coordinate legislative updates for MANA website
- in coordination with the President, nurture and maintain strategic partnerships, alliances and collaborations
- in coordination with the Vice President, oversee Social Justice/Access and Equity Committee
- address knowledge gaps regarding out of hospital birth, licensing/credentialing, and education pathways
- provide regional, national and international advocacy through mentorship or by providing testimony
- disseminate transformative research findings in midwifery care across the lifespan to impact policy change for optimal outcomes

- oversee the following committees:
  - Legislative Committee
  - Legal Advisory Committee
  - ICM Section
  - Ad hoc Committees as needed

**PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills: expertise in MCH policy work and public campaigning, excellent writing and verbal communication skills, confidence, tactfulness, motivation, knowledgeable of principles and practices of social and reproductive justice, access and equity, collaborative team player, effective organizer, and negotiation skills.

**COMMITMENT:**

This position requires approximately fifteen hours per week but may be more depending on projects the Director wishes to undertake.

**DIRECTOR – DIVISION OF CONVENTION AND MEETINGS**

**BYLAW REQUIREMENTS:**

To be inserted

**RESPONSIBILITIES:**

The Director of the Division of Convention and Meetings has four key areas of responsibility:

- education
- annual and regional conventions
- international meetings and conventions
- merchandising

The Director is responsible to maintain MANA’s strong voice of expertise regarding the Midwifery Model of Care and normal physiologic birth and to create opportunities for professional growth, networking, and sisterhood through the annual Convention.

The Director will:

- promote educational opportunities
- oversee annual and regional conventions and liaison with Convention Coordinator and all convention committees
- coordinate MANA’s attendance at and participation in local, national, and international meetings and conventions
- increase MANA’s merchandising selling capabilities
- oversee the following committees:
  - Convention Committee (and all Committees related to Convention)
  - Merchandise Committee
  - ad hoc Committees as needed

**PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills: strong organizational skills, people skills, patience, multi-tasking, planning, follow through capabilities, and a sense of humor.

**COMMITMENT:**

The position requires approximately fifteen hours per week with more during the months leading up to the annual convention.