



## INTERNATIONAL END OF LIFE DOULA ASSOCIATION BOARD MEMBERS POSITION DESCRIPTION

INELDA is actively looking for new board members. The ideal candidates will be passionate about end-of-life issues and health care. Additionally, those with public relations, marketing, hospice and palliative care leadership, community leadership backgrounds are particularly needed. Our board oversees the organization's performance in meeting its programmatic goals through maintaining its financial health.

### Organization

The International End of Life Doula Association (INELDA) is a 501(c)3 nonprofit organization founded in February 2015. Its mission is to change the face of dying by training, educating, and certifying end-of-life (EOL) doulas to serve dying individuals and their loved ones. EOL Doulas support and guide people throughout the dying process. This role of the EOL doula is based on the approach utilized by birth doulas in the U.S. since the 1970s. That approach has been translated into end-of-life care and modified for the different needs experienced by dying individuals. In addition, INELDA assists hospices, hospitals, long-term care facilities, and communities in building internal EOL doula programs to serve their populations.

INELDA has entered a new growth phase and recently updated its vision and values. As part of that process, it has committed to creating greater access to end-of-life information and to EOL doulas in underserved communities that have experienced systemic societal oppression. As a result, the organization has instituted programs dedicated to creating greater diversity, equity, and inclusion in our educational and program offerings, hiring practices, and advocacy work. In January, the Board elected a Black woman to serve as our president for the first time. INELDA also supports pro bono work **for dying incarcerated individuals, veterans, and persons experiencing homelessness**. For further information on the role and to apply, please see below.

### Summary of Role

The role of our Board centers on the fundamental responsibilities to provide the organization with sound governance, fiduciary and strategic oversight, and direction. The Board oversees the organization's operations, ensuring that it maintains its nonprofit status and that its mission addresses the needs of those it serves, and ultimately, the needs of dying people and their loved ones. The Board ensures that the organization's practices are ethical and all appropriate legal requirements are met. The Board is responsible for assuring the financial integrity and solvency of the organization and overseeing procedures to safeguard the organization from fraud, and risk is in place and practiced.

In this time of growth and change for the organization, INELDA is seeking additional Board Members with nonprofit experience in underserved communities and members with

communication, marketing or finance backgrounds who will actively participate in Board meetings and are committed to committee work. We are a working board with active Finance, Fundraising, and Board Recruiting Committees. New Board members will join the existing Board in fostering the growth of INELDA, which includes participation in at least one board committee.

## Position

The Board will support the work of INELDA and provide mission-based leadership and strategic governance. While day-to-day operations are led by INELDA's chief executive officer (CEO), the board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

- Leadership, Governance, and Oversight
- Serving as a trusted advisor to the CEO as s/he/they develop and implements INELDA's strategic plan
- Reviewing outcomes and metrics created by INELDA for evaluating its impact and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials before board and committee meetings
- Approving INELDA's annual budget, audit reports, and material business decisions; being informed of, and meet all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other Board Members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing INELDA to stakeholders; acting as an ambassador for the organization
- Ensuring INELDA's commitment to a diverse Board and staff that reflects the communities INELDA serves

## Fundraising

Fundraising plays a crucial role in the work of the Board. For INELDA to credibly solicit contributions from foundations, organizations, and individuals, INELDA seeks to have 100 percent of Board Members make an annual contribution commensurate with their capacity.

## Board Terms/Participation

INELDA's Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly, and committee meetings will be coordinated with full meetings. An annual meeting will be held for strategic planning and budget preparation.

## Qualifications

This is an extraordinary opportunity for an individual passionate about INELDA's mission and with a track record of board leadership or possessing key skills and the drive to help INELDA succeed and grow. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her/their accomplishments will allow him/her/them to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Professional experience in a field needed for the success of the organization, specifically marketing, communications, or finance
- With Community leadership experience
- Accomplishments in business, government, philanthropy, community leadership, or the nonprofit sector Professional experience in donor development, and a passion for hospice/palliative care or end-of-life care
- A commitment to and understanding of INELDA's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of the dying and their families

Service on INELDA's Board is without remuneration. All Board and Committee meetings are held via Zoom. Annual meetings may be held in person, and depending on the budget, travel expenses may be reimbursed.

To apply for this position, please submit a cover letter, and resume/curriculum vitae to [boardpresident@inelda.org](mailto:boardpresident@inelda.org).