

The Doula Association of Edmonton Handbook

Revised September 2021

General Membership

- Membership fees are as follows: 1 year membership \$50 // 6 month membership \$25
- Membership fees are due by **March 31st**. A reminder will be emailed and posted on the members' Facebook page when renewal time is approaching. If fees are not received by **April 15th**, members will be sent a second reminder email that will state that the member will lose any membership privileges if fees are not submitted. Fees received after **March 31st** may not be included on the "Meet the Doula" list on the DAE website until the update in **November**.
- DAE does not represent any group other than doulas. This includes, but is not limited to, Childbirth Educators, Midwives, Physicians, Nurses, etc. While DAE recognizes the importance of all alternatives in childbirth, we are limited to representing DOULAS.
- When representing DAE at any functions (such as, but not limited to, Baby Fairs, Meet the Doula Nights, etc), members will not advertise their own personal businesses.
- DAE members are encouraged to volunteer for at least one of the DAE sponsored events or functions held throughout the year.
- DAE members have access to DAE literature (Handbook, Standards of Practice, Code of Ethics, Referral list forms, etc)
- A member is considered to be in good standing for inclusion on the "Meet the Doula" list on the DAE website if membership fees are paid and the doula is in attendance for at least 5 meetings in the year. If a member does not meet these requirements, their name will be removed from the page until they are in good standing. The page is updated twice a year (**April and November**). If membership fees are not paid by **March 31st**, the doula's name will not be included until requirements have been met and the update is scheduled.
- A member who violates DAE's Code of Ethics and/or Standards of Practice will be anonymously reviewed by their peers (other members of DAE) and membership privileges will be suspended pending review.

Meetings

- Meetings are held every month, on the last Monday of the month (unless otherwise notified).
- There are no December, July or August meetings.
- There are 2 types of meetings that will alternate (unless otherwise indicated):
 - Membership meetings will include business and social portions, including discussions.

- Continuing Education meetings will address specific topics to meet the educational interests of the group.
- General meetings are open to all who wish to attend. Educational meetings are only open to members.
- In order to vote on motions, quorum must be met. Quorum is 25% of the members in good standing. The executive may differ the motion at a subsequent meeting or propose members vote on a motion on the Facebook page in order to meet quorum.
- The chair does not vote except in the event of a tie.

Executive

- The executive consists of 7 positions: chair, co-chair, administrative support, membership coordinator, referral coordinator, social media coordinator, public relations coordinator.
- Elections for all positions are held every two years in April. The positions should be held by a doula with at least one year of experience as a DAE member.
- Executive positions should be held for two consecutive years.
- Membership fees will be waived for each year that executive members are part of the executive. They will not receive a rebate of any past paid fees for the first six months of their term, but will not be required to pay their fee for the next membership renewal period due March 31st.
- Executive meetings are held monthly. The executive will arrange the time and location.
- Executive members are expected to attend all meetings unless at a birth or ill.

Miscellaneous

- Guest speakers are offered an honorarium of \$50 as an acknowledgment of our appreciation.
- Membership will receive a notification via the DAE private members' page on Facebook of any changes to DAE literature.
- New DAE members will be invited by the Membership Coordinator in a welcome email to subscribe to the DAE private members' Facebook page. This group enables DAE members to communicate and be informed about local events, meetings and their membership. It is also a space where doulas can debrief and ask for advice from other doulas. Communication on this page is private and not to be discussed elsewhere through sharing gossip or other innuendo about doulas based on conversations that take place on this page.
- A privacy disclaimer should be added to all emails in regard to DAE business. The disclaimer is as follows:
 - *This email and the information it contains is intended solely for the addressee. Copy or re-use of this information by anyone is unauthorized. If you received this message in error, please notify the sender and delete this message from your system.*

Executive Specific Guidelines

- Membership fees will be waived for each year that executive members are part of the executive.
- Executive members are required to attend membership, continuing education and executive meetings. If you cannot meet this expectation, you will be asked to step down from your position. Membership fees will be expected to be paid, prorated for the portion of the year remaining. Monthly reports are expected at each meeting.
- If an executive member cannot attend due to being at a birth or being ill, they are expected to prepare their report and send it to the administrative support rep to be read on their behalf.

DUTIES

Chair

- The Chair does not vote at meetings unless a tie occurs. In this case, the Chair may cast a vote to break a tie.
- Chairs all meetings.
- Prepares and circulates meeting agendas to the exec through the Exec Facebook group.
- Sets up room for DAE meetings.
- Liaises with members, the community, and the general public.
- Oversees the roles of the executive.
- Updates the handbook as changes occur.

CoChair

- Assists Chair in their duties.
- Fills in for the Chair when the Chair is away.
- Assists in set up of room for meetings.
- Keeps the time at DAE meetings.
- Books guest speakers, lecture dates and themes for continuing education meetings.

Administrative Support

- Maintains meeting sign in sheet for each meeting.
- Read previous meeting minutes for adoption.
- Takes minutes at general meetings and exec meetings.
- Posts minutes of general meetings to the Members' Facebook page within one week of the meeting.
- Posts minutes of exec meetings to the Exec Facebook page within one week of the meeting.

- Manage executive nominations and elections for the DAE executive. Nominations are made during the membership meeting every second year in **March** and elections are held every second year in **April**.
- Maintain a monthly meeting attendance document. Inform the Membership Coordinator in April and November of the members who have satisfied the requirements to be on the “Meet the Doulas” list on the DAE website.
- Collect membership fees.
- Maintain up to date accounting logs, books and files.
- Keep bank accounts up to date.
- Reimburse members for purchases made on DAE’s behalf.
- Provide a bank account balance and expenditures when giving a report at membership and exec meetings.
- Create a yearly budget with the executive.

Membership Coordinator

- Be cognizant of upcoming doula trainings held in Edmonton and request to have a DAE representative attend the training to inform trainees of DAE and the benefits of membership. Organizations may include CAPP, DONA, ProDoula, or any other organizations which may have trainings in Edmonton or satellite communities.
- Represent DAE at doula trainings or find a replacement to represent DAE as above.
- Send our reminders **March 31st** via email as well as through a post on the private Facebook page for membership fees.
- Memberships are due **March 31st**.
- Notify anyone who has not paid their fees by **April 15th** that their membership will lapse by **May 1st** should their fees remain unpaid.
- Maintain a membership database. This is not to be distributed to anyone outside of DAE.
- Send out a drafted welcome email regarding the benefits of membership, dues, the DAE badge for personal use, how to be added to the “Meet the Doulas” list, how to join the private Facebook page, meeting dates, DAE website address and password for the members only section, along with information about our public page and instagram page.
- Manage and update DAE website.
- Manage paypal notifications, sending notifications to the Administrative Support person.

Referral Coordinator

- Liaison via email with public organizations to inform of low cost doulas for those birthing people with limited resources.
- Respond to emails for low cost doula support and screen the request for need according to income (less than \$25,000 per year income).

- Post requests for low cost doulas on the members' Facebook page.
- Pass on names of doula volunteers to the person requesting the service.
- Maintain a log of emails and responses.

Public Relations

- Liaison with the community and media when required.
- Responsible for creation of advertisements and arrangements for advertising as needed.
- Maintain, print and distribute DAE brochures to appropriate places that have expressed interest in promoting DAE.
- Maintain and make available the display board.
- Coordinate events with local organizations, businesses, associations, AHS, etc.
- Coordinate volunteers for events.
- Maintain a relationship with other childbirth organizations such as ASAC, VBAC, and BASE
- Organize and order DAE merchandise.
- Organize yearly midwife and Labor and Delivery Unit gifts
- Organize yearly DAE doula gifts.

Social Media

- Manage and update the DAE members' Facebook page as needed
- Manage and update the DAE public Facebook page as needed.
- Manage and update the DAE Instagram page as needed.
- Work with the Administrative Support to create Facebook ads as needed.