

# VOLUNTEER COMMITTEES

## CERTIFICATION COMMITTEES

- **Certification lead:** oversees process, sends final certificates, handles primary communication with applicants and connection with interviewers (may be shared by 2 individuals to share load). Tracks documents, applicant status, etc. as they come in.
- **Membership** - Adds new members to Certified Doula spreadsheet and to MailChimp list. Adds newly certified doulas to Doula Match and Facebook group. Processes and sends certified doula badges out on a regular basis. Emails PALS members when they are due for recertification.
- **Community Certification Fund** - Manages incoming requests for discounted certification fees. Works with Executive Committee to determine annual funding amount for reduced fees and reviews quarterly based on use in case of needed adjustments.

### *Community Certification Fund Process:*

- *Receives notification of request received (Google Form)*
- *Checks form/spreadsheet with data and confirms budget for funds available*
- *Updates status column with amount awarded and date*
- *Emails applicant code for appropriate discount*
- *Responds to questions or issues*