



Position Description and Application Process

Conformity Coordinator

Organizational Structure

NFDEM is a nonprofit organization with 501c6 status rooted in biblical principles. We recognize that God's Word is the ultimate authority that governs our Mission, Vision, and Goals.

Mark 12:17: "And Jesus answering said unto them, Render to Caesar the things that are Caesar's, and to God the things that are God's. And they marveled at him."

Work Environment

At NFDEM, we value all members. We strive to create a Christ-centered work environment and uplift and celebrate our members' accomplishments.

Ephesians 4: 1-3: "I beseech you that ye walk worthy of the vocation wherewith ye are called, 2 With all lowliness and meekness, with longsuffering, forbearing one another in love; 3 Endeavouring to keep the unity of the Spirit in the bond of peace."

The following five **Tenants of Teamwork** will guide our decision-making process whenever we are called to make leadership decisions, including staff appointments or conflict resolution.

Shared commitment: Members are committed to achieving the Mission, Vision, and Goals of NFDEM. Members are accountable for remaining positive and productive, adhering to required standards, processes, and protocols. > *Proverbs 16:3: "Commit your works to the Lord, and your plans will be established."*

Open communication: Members are encouraged to engage in open dialogue to achieve our Mission, Vision, and Goals. *Ephesians 4:29: "Let no corrupt communication proceed out of your mouth, but that which is good for the use of edifying, that it may minister grace unto the hearers."*

Valuing each other: Members should work to uplift each other with humility, acknowledging the equal value of each member to the body of Christ and this organization. *Philippians 4:6: "Do nothing from rivalry or conceit, but in humility count others more significant than yourselves."*

Constructive disagreement: When issues need correction, members use specific, factual information to provide actionable suggestions for improvement. *Colossians 4:6: "Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person."*

Safety: Members must report unethical behavior or behavior violating our Mission, Vision, and Goals without fear of retribution. *2 Timothy 1:7: "For God gave us a spirit not of fear but of power and love and self-control."*

Job Title

Conformity Coordinator

Reporting Structure

The Conformity Coordinator reports to the President of NFDEM

Location

Both virtual and in-person, by organizational business requirements and bylaws.

Job Summary/Objectives/Responsibilities/Duties

The Conformity Coordinator is responsible for ensuring compliance with midwifery Standards of Care, ethical guidelines, and certification requirements within the organization. Reporting directly to the President, this role provides oversight of the Ethical Review Committee and ensures that both member midwives and certification candidates adhere to established policies and professional expectations. The Conformity Coordinator upholds the mission, vision, and values of the organization by fostering accountability, integrity, and excellence in midwifery practice.

Job Objectives:

- Oversee the **Ethical and Case Review Committees** to ensure proper review and resolution of complaints regarding member midwives.
- Monitor compliance with midwifery Standards of Care and membership policies.
- Ensure that candidates for the Certified Direct Entry Midwife (CDEM) credential meet all certification requirements in accordance with the Certification Directives and Essentials Manual.
- Promote ethical and professional standards within the midwifery community.
- Maintain alignment with the mission, vision, and values of the organization in all conformity-related matters.

Responsibilities:

- Lead and manage the **Ethical Review Committee**, ensuring that complaints and compliance concerns are addressed fairly and thoroughly.
- Evaluate and monitor **membership compliance** with established midwifery **Standards of Care**.
- Oversee the **credentialing process** for CDEM candidates, ensuring adherence to the Certification Directives and Essentials Manual.
- Collaborate with leadership to refine and enforce **ethical guidelines and professional standards**.
- Document and maintain records of **compliance reviews, ethical investigations, and certification approvals**.
- Provide guidance and support to member midwives regarding ethical and professional conduct expectations.
- Communicate findings, recommendations, and compliance decisions to leadership and relevant committees.
- Participate in **policy development and revisions** related to certification and membership standards.
- Ensure confidentiality and objectivity in all review and compliance matters.
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Qualifications/Skills/Education/Experience

Qualifications & Skills:

- **Must hold the Certified Direct Entry Midwife (CDEM) credential.**
- Strong knowledge of **midwifery ethics, practice standards, and credentialing requirements**.
- Excellent **analytical and decision-making skills** for reviewing compliance cases and ethical concerns.
- Strong **communication and interpersonal skills** to engage with midwives, candidates, and leadership.
- Ability to **interpret and apply policies** fairly and consistently.
- Experience in **committee leadership, regulatory compliance, or credentialing oversight** preferred.
- Strong **organizational and documentation skills** to maintain accurate records.
- Ability to handle **sensitive information with discretion** and maintain confidentiality.

Education and Experience:

- **Certified Direct Entry Midwife (CDEM) credential** required.
- Prior experience in **midwifery practice, professional compliance, or credentialing** preferred.
- Experience serving on **ethics committees, certification boards, or professional review panels** is a plus.
- Background in **policy enforcement, regulatory compliance, or leadership roles** within a professional organization is beneficial.

Appointment/Salary/Benefits

- **Initial appointment** of the Conformity Coordinator is through 2028.
- Subsequent assignments are for a period of a **three (3) year term**.
- Member voting rights under the bylaws
- Serves in a volunteer role.
- Receives reimbursement for expenses incurred while performing CEO duties.

Reimbursements and monetary advancement procedures are outlined in the bylaws under the financials section.

Application instructions

- Resumes are submitted by July 31 of the current fiscal year to midwifery
 - Submit your resume via email to MidwiferyFellowship@nfdem.org
 - Type **RESUME ATTACHED** in the subject line to flag your application for consideration.
- The election process occurs between August and December.

Election process and timeframe

Annual Elections of Officers, Except for the Office of State Chapter Leader

1. **Submission of Resumes:** Candidates must submit their resumes to the Secretary on or before the 31st day of July.
 2. **Forwarding Resumes:** Resumes are to be forwarded via email to the Board of Directors on or before the 1st day of August.
 3. **Advancement of Candidates:** The Board of Directors shall advance the top three candidates. If fewer than three candidates are identified, a request for additional resumes shall be communicated to the members.
 4. **Election of Officers:** The Board of Directors shall elect officers by quorum at the annual meeting held in the last quarter of each calendar year.
 5. **Announcement of Newly Elected Officers:** Newly elected officers shall be posted on the organization roster, website, and all media by the 1st day of January each year.
 6. **Updating Legal Documents:** The Secretary shall update all legal documents with the newly elected officers on or before the 31st day of January each year.
- **Completion of Onboarding:** Onboarding of newly elected officers shall be completed on or before the 31st day of January each year.

Special Election: In the event of a vacancy outside the usual voting process for an Officer, except for the office of State Chapter Leader, a special election is triggered to fill the vacancy, and a new Officer shall be elected during a special meeting by the Board of Directors. That member shall serve until the usual election process is completed.

Organizational Contact information

Email: midwiferyfellowship@NFDem.org

Phone (844) 400-CDEM Fax (000) 000-0000