



## Position Description and Application Process

### Vice President, Executive Committee

#### 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

Vice President Executive Committee

#### Reporting Structure

The Vice President reports to the Board of Directors by a 2/3 majority vote.

#### Location

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

#### Job Summary/Objectives/Responsibilities/Duties

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The Vice President assists the President in providing leadership and strategic direction for the organization. This role involves overseeing various projects and initiatives, supporting organizational goals, and stepping in when the President is unavailable.

#### Responsibilities:

- **Support Leadership:** Assist the President in developing and implementing the organization's strategic plan and initiatives.
- **Project Oversight:** Lead and manage specific projects or programs assigned by the President or Board of Directors.
- **Representation:** Act as a representative of the organization at events, meetings, and in community engagements.
- **Policy Implementation:** Ensure organizational policies and procedures are followed.
- **Staff Support:** Provide guidance and support to staff and volunteers, ensuring they have the resources and assistance needed to succeed.
- **Fundraising Support:** Assist in fundraising efforts and outreach activities to secure resources for the organization.
- **Operational Management:** Oversee the daily operations of the organization in the absence of the President, ensuring continuity and efficiency.
- **Communication:** Maintain open and effective communication with the President, Board of Directors, staff, and external stakeholders.

> *Matthew 20:26*: "But among you, it will be different. Whoever wants to be a leader among you must be your servant."

#### Qualifications/Skills/Education/Experience

##### Qualities:

- **Leadership:** Strong leadership skills to guide and support the organization.
- **Dedication:** Commitment to the organization's mission and goals.
- **Communication:** Excellent verbal and written communication skills.
- **Problem-Solving:** Ability to address and resolve issues effectively.
- **Team Collaboration:** Strong ability to work collaboratively with diverse groups.

##### Skills:

- Project management
- Strategic planning
- Public speaking and community engagement
- Organizational growth and development
- Relationship building and networking

##### Education and Experience:

- A high school diploma or equivalent; higher education preferred.
- Holds the **Certified Direct Entry Midwife CDEM** credential.
- Experience in leadership roles, project management, and organizational development.

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<b>Appointment/Salary/Benefits</b>	<ul style="list-style-type: none"> <li>• The initial appointment is from 2024 through 2026. Subsequent appointments are for three years.</li> <li>• Full voting rights under the bylaws.</li> <li>• Serves in a volunteer role.</li> <li>• Receives reimbursement for expenses incurred while performing CEO duties.</li> </ul> <p><b>Reimbursements and monetary advancement procedures are outlined in the bylaws under the financials section.</b></p>
<b>Application instructions</b>	
<ul style="list-style-type: none"> <li>• Resumes are submitted by July 31 of the current fiscal year to midwifery <ul style="list-style-type: none"> <li>◦ Submit your resume via email to <a href="mailto:MidwiferyFellowship@nfdem.org">MidwiferyFellowship@nfdem.org</a></li> <li>◦ Type <b>RESUME ATTACHED</b> in the subject line to flag your application for consideration.</li> </ul> </li> <li>• The election process occurs between August and December.</li> </ul>	
<b>Election process and timeframe</b>	
<p><b>Board of Directors</b></p> <ul style="list-style-type: none"> <li>• Resumes must be submitted by July 31.</li> <li>• Presentation to the Board of Directors by August 31.</li> <li>• Closed-door debate and vote by September 30.</li> <li>• The top three candidates advance; if fewer, the remaining candidates advance or notify members for additional resumes.</li> <li>• Resumes will be posted for member vote by November 30.</li> <li>• Election by majority vote; new members announced by December 31.</li> <li>• Onboarding will be completed by January 31 of the next fiscal year.</li> </ul> <p><b>If a member of the Board of Directors' position becomes vacant outside the usual process, this triggers the Special Election Process. The Special Election Process is that the Board of Directors may accept resumes, interview candidates, debate, and appoint a new member by majority vote. That member will serve until time has been permitted to complete the above process for voting in new members to the Board of Directors.</b></p>	
<b>Organizational Contact information</b>	
<p>Email: <a href="mailto:midwiferyfellowship@NFDem.org">midwiferyfellowship@NFDem.org</a>      Phone (844) 400-CDEM      Fax (000) 000-0000</p>	
<p><a href="http://www.midwiferyfellowship.org">www.midwiferyfellowship.org</a></p>	