

Treasurer

- manage bank account + deposit checks
- apply for SAC funding and set up our budget (need access to MS Excel, budgets due in February)
- submit for reimbursements from funding sources (SAC)
- collect receipts from and issue reimbursements to pals members
- get contracts with debra approved by SAC
- ask members for approval for any budget items (at meetings and/or on listserv)
- work with Training Coordinator to order supplies and collect training fees
- collect annual PALS dues (\$5)
- pay monthly bills for pals' phones

Equipment Manager & Librarian

- inventory PALS equipment (birthbags and items within, library items) available for borrowing & make sure current list is posted on website
- keep and maintain equipment
- ensure PALS members know how to access equipment

further info:

Birthbags:

- the equipment manager maintains two birthing bags at Pennsy and HUP.
- The birthbag is available, on a first-come-first-served basis, to pals members.
- It is suggested that the birthbag contain:

A birth ball, Massage tools, Reflex balls, Massage oils & lotion, Hot sock(s), Rebozo (large scarf), CD's of relaxing music, Pump (for inflating birthballs), Breath Mints, Hair ties, Antiseptic wipes (to clean equipment), Tinglers

Library:

- Our library items are available for lending at Studio 34 yoga studio at 45th and Baltimore.
- PALS authorized Janet to purchase many of the books on DONA's list of required reading for certification, but (as of 9/08) it has not been done due to budget constraints.
- We keep a check out folder behind the counter. Only pals library items may be checked out, and only by pals members. General public can browse our books at Studio 34 but not check items out. Equipment manager will update library inventory in check out book yearly to record new donations

Prenatal Referral Coordinator

- answers calls to the PALS general phone number
- relays messages to appropriate people
- communicates with potential prenatal clients and connects them with doulas

Further Details

- Check prenatal phone daily for messages.
- Gather info. from clients wishing PALS Doulas, register in book.
- inform client that we are "a volunteer organ. and service is for the underserved community (people unable to afford to hire a doula) and do they consider themselves in that situation?" Also state that you are unable to guarantee a match.
- Post requests for doulas on website giving only basic info. eg; EDD, Neighborhood, # of pregnancy, birth location.
- Keep tabs on clients who haven't been matched and repost until hopefully matched. Call and

- inform client that you will repost. Consider taking them yourself if possible.
- . Give client's info by phone to doula who responds.
- . Relay back-up info if available.
- . Mentor new doulas about; safety, PALS procedures, reimbursement for parking, cabs, etc.
- . Gather & record results of birth & doula's comments.

Meeting Coordinator

The meeting coordinator must do themselves, or delegate someone to:

-coordinate locations of meetings: reserve space, arrange to get in/lock up, pay for space, if needed.

NOTE: meetings alternate between a community location (a-space, studio 34, etc) and a campus location.(Penn Women's Center)

- get meeting dates/times/locations/in-services posted on our website
- arrange for facilitator (if not already decided at prior meeting) and make sure they announce meeting and call for agenda items 1 week before mtg
- arrange an inservice for every meeting
- arrive at each meeting at 2:25 to open the doors to the space, set up, as needed, and be available to welcome folks and answer questions
- be the last to leave: put back any chairs, clean up trash, lock door.
- make sure notetaker posts minutes on website/listserv

Further info:

Penn Women's Center: Administrative Assistant:

Donna P. Gladstone

University of Pennsylvania

8611 ph#

3643 Locust Street

8783 fx#

Phila., PA 19104/6230

**Contact Donna (dpg@pobox.upenn.edu) about

reserving a space.

A-Space:

4722 Baltimore Ave,

free parking available,

accessible by 34 trolley.

**Contact 215-727-0882 about reserving a space

or a-space@defenestrator.org. Main contact

person is Clarissa.

we pay them a donation of approximately \$10/meeting, for use of the space (get check from treasurer).

other potential meeting sites: Philadelphia Community Accupuncture (50th and baltimore ave), Studio 34 (45th and baltimore), the Rotunda (40th and walnut)...

On-Call Scheduler

create monthly schedules (on-call, call anytime, and dispatchers), post on web

keep equipment and paperwork stocked at hospitals (the hospital liason will also be doing this, so you are basically just a back up)

Duties:

Scheduling:

- send out an email around the 20th of each month to look for availabilities
- match up orientees and mentors, maximize coverage
- update Call Anytime with new dispatchers and any additions/changes; rotate names (move bottom name to the top of the list)
- a few weekdays before the end of the month, send schedule to listserv
- make changes to the schedule once posted as necessary
- remind dispatchers to remind doulas to fill out birth records

Equipment maintenance:

- whenever at HUP or pennsy, check status of the equipment in our closet
- replace common items (i.e., antiseptic wipes, batteries) yourself and get reimbursed by treasurer
- contact Equipment Manager to replace more specialized items (i.e., birth ball, ~~massagers~~)

Membership Coordinator

- maintains PALS roster
- manages PALS list-serv (adds and removes people as requested)
- answers emails received by general PALS email address, forwarding to appropriate people as necessary.
- manages membership registration forms, adding people to list and roster, and forwarding dues to treasurer

Training Coordinator

- responsible for the 2 trainings in that year (April and October)
- field phone calls/emails from interested parties
- organize time/place
- work with Treasurer for ordering supplies and collecting fees
- coordinate with Debra (our trainer)
- put together binders
- work with Doula Outreach for advertising trainings

1. Coordinating with DEBRA PASCALI-BONARO the April and October dates for the doula training. It is important that trainings happen in these particular months, as other events and tasks must coordinate with this. This must be done as FAR in advance as possible, as she books up quickly! Her email: motherlove.doula@prodigy.net
2. Placing ads for the doula training on the Nursing and Medical School list serves. Putting flyers up on campus and in community spaces, ie. A-space, cafes, Clark Park, Mariposa Food Co-op, Whole Foods, etc. Post it to the listserv, too, so PALS members can spread them around.
3. Emailing and sending out applications to those who are interested. Answering questions and concerns. Registering interested people.
4. Coordinating the location for the doula training, (usually The UPENN women's center)
5. Checking in participants at the training, supplying name tags and handing out binders.
6. Giving (or finding someone to give) an intro to PALS, at the end of the training.
7. Get the contact info (and any pals membership registration forms) to the Membership Coordinator, to add to the listserv.

Sac Representative

- make sure there is someone in attendance at **EACH** SAC meeting (our SAC funding depends on this!)
- must be a Penn undergrad, but can get non-undergrads to attend the meetings
- maintains SAC funding (works with treasurer, as needed)
- The SAC representative attends one mandatory meeting a month as scheduled by SAC. They should send you email notification of all meetings, but check their website to be on the safe side! The meetings are held in room 17 Logan Hall or Chemistry Building, with registration for the meeting beginning at 5:30. The meetings always begin promptly at 6pm, with lateness being noted on our card (2 lateness's = 1 absence). Checking in is just getting the PALS card from a SAC executive who is outside of the room. The meetings last anywhere from 45 minutes to 1.5

hours depending on what is taking place. Your job is to be there, and vote if you would like. The meetings are mandatory. We will be de-recognized if our representative does not show up. Becoming re-recognized is a hassle and requires that we take a 20% budget cut, so if you can't make the meeting you MUST notify the SAC Rep and find someone to go in your place. The SAC representative must be a student at Penn and must be an undergraduate.

CHAC Representative

- **Must** attend (or find someone to attend) CHAC meetings on campus
- Ideally, should be interested in being involved with the undergraduate student body (specifically service oriented groups on campus)
- will have the opportunity for further leadership roles within CHAC and other service opportunities through CHAC.
- must be a Penn undergrad, but can get non-undergrads to attend the meetings

From CHAC's website:

Civic House is the University of Pennsylvania's hub for student led community service and social advocacy work. Civic House promotes mutually beneficial collaborations between the Penn and West Philadelphia communities, and beyond. Through education, community connections, and other resources, Civic House prepares students for responsible and effective civic engagement and leadership.

Recordkeeper

- Keeps track of birth records, client consent forms, and client and staff evaluations
- Visits HUP and Pennsy monthly to collect completed birth records, client consent forms, and client and staff evaluations
- Compiles statistics (ie number of births we are attending, place of birth, type of birth, etc)
- Shares these statistics with PALS members on a monthly or quarterly basis
- Replenishes the supply of blank birth record forms, consent forms, and client and staff evaluation forms at HUP and Pennsy
- Maintains a supply of envelopes, stamps, and mailing labels at HUP and Pennsy (Can be used for the doula to mail the recordkeeper their forms. Can also be used for clients or staff who would like to make their evaluations anonymous or if the form is completed after the doula departs.)
- compiles training data (how many new doulas we train each year)
- reports the year's number of births and trainings at the annual retreat

Webmaster

- maintain website www.palsdoulas.com
 - facilitate other members posting to the website
- Maintaining website:
- after each meeting, post the date/time/location/in-service for the next one
 - update training info as needed
 - keep pages up-to-date: update info, add new items.
 - Facilitate other members posting to site. Adjust security settings, as necessary, to dis/allow people to post
 - pay bills at end of each september, to maintain ownership of domain name, webhosting at www.dreamhost.com

Hospital Liaison

- organize and lead monthly hospital orientations at HUP and Pennsy for new trainees
- organize quarterly inservices with the nursing staff at HUP
- send a letter to the Pennsy midwives, at least annually, to remind them of who we are, what we do, and how to contact us.
- Keep both hospitals supplied with PALS brochures/posters

Orientations for new doulas:

- usually held on the first Thursday of each month, to coincide with tours offered by Pennsy
- post announcement/call for interest to listserv a week before
- can cancel til next month if there is no/little interest, or reschedule for another time
- orientation handouts should be in our paperwork bin at HUP
- tell On-call Coordinator who attends the orientation, so those people can be scheduled for births

In-services with HUP staff

- ideally should be done every 3 months because of high turnover in the nursing staff
- contact Karen King, MSN, RNC, Clinical Nurse Specialist (215-662-7244 Karen.King@uphs.upenn.edu) to arrange dates/times
- arrange 2-3 doulas/in-service and prepare to speak about 15 min about the role of the doula and how the PALS program works (print agenda, sign-up sheets, hand outs off of website)

Outreach

- be aware of any outreach opportunities (upenn events, community health fairs, birth-related events in particular)
- consult and update the PALS annual calendar for dates
- arrange for 2-3 PALS doulas to attend each event
- maintain, update, copy, distribute PALS tabling materials (PALS brochures, sign up sheets for listserv and training, info about our next meeting, business cards, birth ball/bag, baby and pelvis, posters, etc.)
- get brochures and/or posters to physician/midwife offices for giving out to patients
- set up tables at student activities fairs:
 - a. med student activities fair in fall and Penn Preview
 - b. Penn undergrad activities fair
- get flier in with nursing orientation materials
- work with Training Coordinator for training advertising