

*the Childbirth Collective*



**MEMBERSHIP HANDBOOK**

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## Welcome

Welcome to The Childbirth Collective. We are so happy you are here. The Childbirth Collective originated in the Minneapolis-St. Paul area, occupied Dakota Territories, in 1993. Our founders were a small group of enthusiastic mothers, including Gail Tully and Kerry Dixon, who had ideas about childbirth that were not being addressed or explored by the medical childbirth establishment. We are the beneficiaries of their appreciation for normal birth and their dedication to supporting families as they prepare for their own births and postpartum.

Since 1993, The Childbirth Collective has evolved from meeting in people's homes to meeting at various locations around the Twin Cities offering in-person, donation-based Childbirth Education through our Parent Topic Nights. In 2020, during the COVID-19 pandemic, we ceased our Parent Topic Nights in their original form and pivoted our organization to be a place that enriches and educates birth professionals while also promoting our members' services to the community through our website, social media channels, and "Meet the Professionals" sessions. We are not just birth doulas, but also postpartum doulas, midwives, lactation professionals, birth photographers, nurses, chiropractors, mental health professionals, and other bodyworkers.

The Childbirth Collective recognizes disparities in perinatal health within black, brown, indigenous, Latinx, and LGBTQIA+ communities, throughout the birth continuum. In order to further the closure of these gaps, the Board and the membership of The Childbirth Collective are dedicated to listening to and amplifying the voices of affected communities and supporting those that identify and/or work within those communities.

Historically, The Childbirth Collective has been an organization predominantly composed of white, cisgender members (people whose gender identity corresponds with the sex they were identified with at birth). On our journey to becoming more inclusive, our organization is committed to education for our members. We expect our members to learn, grow, and challenge themselves to become allies, accomplices, and advocates in spaces in which they are representing the Collective, and within their own lives and businesses. This will include being open to unpacking bias, recognizing where each has privilege, and how that privilege intersects within different aspects of our identities (race, class, gender, etc).

As a member, you'll be enjoying our continuing education offerings, participating during our "Meet the Professionals" sessions, joining committees, and encouraged to join the Board of Directors or other leadership roles. Historically, we have been a volunteer organization and we rely on members for everything we do. We expect our members to volunteer to lead, sustain, and grow our organization. In addition to that, you'll also have the opportunity to network with other birth professionals and grow your knowledge, business, resource list, and the professional integrity of your work.

This handbook lays out the requirements and benefits of membership, as well as organizational information, procedures, ethics, etc. We look forward to welcoming you to becoming an active and contributing member of The Childbirth Collective.

## **Mission Statement and Purpose**

### **Mission Statement**

The Childbirth Collective is a 501(c)3 non-profit organization committed to education, support, and advocacy for birthing people and families. Our working mission statement reads as follows:

The mission of The Childbirth Collective is to enhance birth experiences by promoting quality professional doula support, advocating evidence-based care, educating birth professionals who support the wellness model of perinatal care by creating spaces to connect with the community, and each other.

### **Purpose**

The Childbirth Collective is organized exclusively for charitable and educational purposes, specifically to enhance birth experiences and reduce health disparities for expecting people by promoting quality prenatal through birth and postpartum support through public outreach and professional education.

The Childbirth Collective is also a member of the ImprovingBirth Coalition (<https://improvingbirth.org/>) and we endorse their mission.

## Core Values

- I. We believe in evidence-based care surrounding the perinatal period. We believe:**
  - A. people have the right to informed consent, informed refusal, and shared decision making.
  - B. people are entitled to complete information and support regarding chest/breastfeeding as the ideal nutrition for most babies.
  - C. people should have access to the care provider and birth setting of their choosing, whether that be culturally competent providers and services, facilities, or places of birth - home, birth center, or hospital.
  - D. people have the right to supported birth and postpartum; they are more likely to have a positive birth as well as early parenting experiences when they are well supported. As such, we strongly believe in having a solid back-up system in place for birth and postpartum doulas.
  - E. A person's reproductive rights include unbiased support through all phases of reproduction including abortion, adoption, miscarriage, prenatal, birth, and beyond.
- II. We recognize the disparities in perinatal health within black, brown, indigenous, Latinx, and LGBTQIA communities throughout the birth continuum. We believe:**
  - A. families have the right to culturally competent and congruent care.
  - B. disparities are due to systemic racism and biases and we are addressing that through dialogue, sponsoring training for our own membership, and active engagement and outreach to medical providers and facilities.
- III. We expect our white members to unpack their biases, educate themselves on privilege, and work to uplift marginalized communities.**
  - A. We recognize that everyone has different starting points in this work. We hope members will come to this with openness and a willingness to reflect and grow.
  - B. We will support this through educational opportunities sponsored by the Collective, but we do expect members to do their own work.
  - C. We believe in compensating marginalized communities for their work and providing reparations where possible. As such, we will not be charging marginalized communities for memberships.
- IV. We value our members as volunteers and will work towards supporting sustainable business models and practices, and healthy work-life balance.**
  - A. We expect members to attend the annual meeting, and vote, to the best of their capabilities. We welcome children to most events and will provide childcare when possible.
  - B. We will support member businesses within our social media and networking events, and through business highlights on social media.
  - C. We will have monthly gatherings for continuing education and social interaction.

## **Childbirth Collective Scope of Practice and Code of Ethics**

This code of ethics is based in part on an adaptation of essential beliefs published by the International Childbirth Education Association.

1. The most important predictor of a positive birth experience will be the quality of the relationship between the birthing parents and those who care for them.
2. Every labor and birth experience is unique.
3. The role of the birth professional is to exhibit a sense of confidence in the process of birth and to provide support to birthing people, their partners, and families.
4. Freedom of choice in perinatal care is based on knowledge of alternatives and cultural congruence.

In addition, all members of The Childbirth Collective will **reflect The Childbirth Collective's Commitment to Diversity and Inclusion** in all professional relationships and activities.

### **I. Scope of practice**

- A. Collective members who are not doulas such as licensed professionals in related maternity services are expected to have their organizational code of ethics and to show proof of licensing if that is required of the profession, or the relevant training and credentials for non-licensed providers if requested.
- B. Childbirth Collective placenta encapsulators need to be trained by a professional training organization that includes a BBP (bloodborne pathogens) course, proof of training needs to be provided if requested by The Childbirth Collective Board. Placenta encapsulators must provide services in a safe and timely manner, or must provide ample backup to provide those services to the client. Placenta encapsulators must include signed client contract and safe-ingestion instructions for all client services provided. It is the responsibility of the placenta encapsulator to know and follow all facility-specific rules and regulations for placenta pick-up, and that their clients are also aware of safe-storage and facility rules prior to placenta encapsulator pick up.
- C. Childbirth Collective birth and postpartum doulas are required to adhere to the Childbirth Collective scope of practice.
- D. Childbirth Collective members who maintain multiple credentials should be clear in communication and transparency with the client and care team present when acting out of the doula scope and within another scope of practice that is held.
- E. All professionals will indicate in writing what is included in their service package and at what fee. Non-licensed practitioners will provide a letter of agreement or contract letter clearly outlining the service they provide and the fees.

### **II. Ethics in relation to clients**

- A. The Collective member's primary responsibility is to their clients. The Collective

member will treat each client with respect and kindness. If unable to do that, the member will refer in a timely manner.

- B. The Collective member will make every effort to offer evidence-based alternatives of care to clients and encourage them to be proactive in their choices.
- C. The Collective member will respect the privacy of clients and hold in confidence all information obtained in the course of professional service. The Collective member will not identify clients openly at Childbirth Collective events or other gatherings where the member can be overheard, or on social media. The Collective member will not share information such as pregnancy journey, birth story, postpartum journey, healthcare provider, or place of birth with others without the prior consent of the clients.
- D. The Collective member will assist each potential client who contacts the member either by providing services or making appropriate referrals, including referrals to culturally-congruent care.
- E. The Collective member will work to provide culturally appropriate care to all clients, by seeking training and guidance from respected educators and other birth professionals. The member will ensure that all of their clients are aware of organizations and services whose focus is culturally-based care.
- F. At no time will a Childbirth Collective member post identifying information (i.e. location, time, date, provider name, length of birth, details of birth, etc) on social media or website of a birth they have attended without written consent from the client.

### **III. Ethics in relation to colleagues**

- A. The Collective member will treat colleagues, including Collective members and non-members, medical caregivers, and other professionals with respect, courtesy, fairness, and good faith.
- B. The Collective member may offer questions to be asked of other caregivers or birthing facility staff to clarify choices that a family may have.
- C. The Collective member should respect and amplify the voice of members of marginalized communities, whether in person or on social media and actively work to de-center themselves in conversations where members of marginalized communities are discussing their lived experiences.

### **IV. Ethics in relation to The Childbirth Collective**

- A. The Collective member will maintain the integrity of the organization by following the ethical practices above and the scope of practice they share with clients.
- B. The Collective member will uphold and advance the values, ethics, knowledge,

and mission of their profession and The Childbirth Collective.

- C. The member will fulfill the expectations of The Childbirth Collective membership as outlined in the Membership Handbook.
  - D. If issues or conflicts arise among members or between members and persons in the community at large, these issues will be referred to the Ethics Committee and the Grievance Policy of The Childbirth Collective via the President or any individual board member.
- V. Ethics in relation to the birthing community of parents and providers**
- A. The Collective member will advocate for evidence-based care, community, and informational resources reflecting the best available scientific evidence and culturally congruent care.
  - B. The Collective member is encouraged to routinely ask clients and associates to inform their insurers, employers, primary care providers, and legislators regarding the value of evidence-based services and the benefits they offer.

**Agreement with this code is implicit with payment of membership dues.**

## Board of Directors and Other Leadership Roles

The Childbirth Collective has an elected board of up to 15 members (though we try to keep it to no more than 11, as recommended by Emil Angelica, a nonprofit consultant who provided guidance to The Childbirth Collective in 2015) including the executive board (President, Secretary, Treasurer) and additional at-large members. Board members also often take on leadership roles in committees including Membership, Meet the Professionals sessions, Diversity and Inclusion, Outreach, Fundraising, Education, and others. The Board of The Childbirth Collective meets monthly. All Collective members are welcome and encouraged to attend and participate in board meetings.

Board positions run on two-year terms. Each year, roughly half the board is up for election. Elections for Board positions are held during the annual membership meeting in the fall. In the case of a mid-term resignation or removal of any board member, the Board may appoint a member to fulfill the role for the remainder of the term.

### I. President or Co-Presidents

#### A. Duties

1. Articulate the mission and vision of the CC for the board, members, and the general public
2. Convene, set the agenda, and lead monthly board meeting, annual meeting, and other events as needed
3. Maintain communication between members and board
4. Assign responsibilities to at-large board members
5. Maintain nonprofit status for the CC with the State each year
6. Supports other board members and committees as needed
7. Responding to questions on the website and social media as needed

B. **Term:** Two years

C. **Method of Appointment:** Elected by the membership

D. **Accountability:** Reports to the Board of Directors

E. **Time Commitment:** Approximately 15 to 30 hours per month, and varies

### II. Treasurer

#### A. Duties:

1. Maintain records of all financial transactions with proper categorization
2. Submit payments for all acquired services, trainings, conferences, donations, etc.
3. Manage receipt of payments from members, donors, employee matching programs, etc.
4. Provide annual reporting of the status of bank accounts
5. Maintain transfer of funds amongst checking, online, and savings accounts
6. Receive and deposit all donations

B. **Term:** Two years

C. **Method of Appointment:** Elected by the membership

- D. **Accountability:** Treasurer will report to the membership at the Annual Meeting. Treasurer will also present a budget proposal/review to the Board at the Annual Retreat.
- E. **Time Commitment:** Approximately 8-10 hours per month, including monthly board meetings

### III. Secretary

#### A. Duties:

1. Take and type up notes from the monthly board meetings
2. Take minutes and collect and tally ballots at the Annual Meeting
3. Check the P.O. box monthly and send checks and financial documents to the Treasurer and distribute other mail as necessary
4. Create mailings on an as-needed basis (for Annual Meeting, reminder postcards, etc.) Take care of the printing and photocopying of these items.
5. Post internal events to the membership as needed

#### B. Term: Two years

#### C. Method of Appointment: Elected by the membership

#### D. Accountability: Reports to the Board of Directors

#### E. Time Commitment: Approximately 8-10 hours per month, including monthly board meetings

### IV. At-Large Members

#### A. Duties

1. Provide advice and counsel to the President and Board
2. Serve as a voting member of the Board
3. Act as a representative or spokesperson for the organization at the President's request
4. Perform other duties as requested by the Board or the President
5. Host Meet the Professionals Nights as needed

#### B. Term: Two years

#### C. Method of Appointment: Elected by the membership

#### D. Accountability: Reports to the Board of Directors

#### E. Time Commitment: Approximately 8-10 hours per month, including monthly board meetings

### V. Other Leadership Positions

#### A. Membership Coordinator

##### 1. Duties:

- a) Maintain member management system
- b) Track dues paid
- c) Prepare and provide an updated active member list when new CC marketing material needs to be printed.
- d) The administrator of internal member networks (send invitations to new members, approve profiles, and send out message broadcasts as needed)
- e) Remind members to update their information
- f) Provide info to other board members as needed regarding the current number of members and status with payment of dues

- g) Host Informational Sessions for prospective members
  - h) Answer questions from members or prospective members about the process to join, benefits, expectations, etc. as needed
  - i) Remove lapsed members from Collective Facebook group
  - j) Keep files of membership forms, sign-in sheets from annual meetings, and other documents related to membership
2. **Term:** Minimum two years, no maximum
  3. **Method of Appointment:** Appointed by the Board, but not necessarily a member of the Board
  4. **Accountability:** Reports to the Board of Directors
  5. **Time Commitment:** Approximately 2-5 hours a week, plus board meetings

## B. Outreach Coordinator

1. **Duties:**
  - a) Establish relationships with providers, hospitals, birth centers, and group practices within our birthing community
  - b) Set up and attend meetings on behalf of The Childbirth Collective with these individuals
  - c) Describe the mission of The Childbirth Collective, what we do, and why we do it
  - d) Talk about the importance of doula care for birthing people
  - e) Help with external events throughout the community
  - f) Design marketing material, coordinate printing as needed
  - g) Create ads on social media promoting Collective events as needed
2. **Term:** Two years
3. **Method of Appointment:** Appointment by the Board
4. **Accountability:** Reports to the Board of Directors
5. **Time Commitment:** Approximately 10 hours per month, plus board meetings

## C. Communication Coordinator

1. Responsibilities and Authorities:
  - a) Help create and deliver the Collective's message as directed by the Board
  - b) Coordinating imagery for posts, which need photo releases
  - c) Maintain social media including the public Facebook page, Twitter and Instagram
  - d) Keep track of social media log-in information
  - e) Answering messages to social media accounts
  - f) Any other communication needs as required by the Board
  - g) Oversee website updates either personally or delegating to a committee member
2. **Term:** Two years
3. **Method of Appointment:** Appointment by the Board
4. **Accountability:** Reports to the Board of Directors
5. **Time Commitment:** Approximately 20 hours per month, but it varies

## **D. Education Coordinator**

### **1. Duties:**

- a) Establishes and creates the education/enrichment committee with members who will help organize the yearly educational offerings.
- b) Schedules and attends regular Education committee meetings in person or via online meetings to plan and carry out offerings.
- c) Posts educational offerings on website and social media
- d) Provides treasurer with information to compensate presenters
- e) Attends most (ideally all) educational events throughout the year.

## **E. Committees**

### **1. Membership Committee Member**

#### **a) Duties**

- (1) Keeps track of member list
- (2) Tracks volunteer hours
- (3) Facilitates communication between the membership and the Board of Directors
- (4) Coordinates New Member Info Sessions
- (5) Handles member renewals every September, and onboard new members
- (6) Helps facilitate a sense of community and welcoming environment within The Childbirth Collective, through things like acknowledging births/deaths/rites of passage and member social events

- b) **Time commitment:** Approximately 10-15 hours a month, but varies depending on the month

### **2. Outreach Committee Member**

#### **a) Duties**

- (1) Meet with care providers and facilities to hand out brochures and support our mission of evidence-based birth practices, as well as to address the disparities in care for marginalized communities
- (2) Draft communications with care providers and facilities when issues within the birth community arise
- (3) Design collective marketing material, coordinate printing as needed
- (4) Create social media ads promoting Collective events

- b) **Time Commitment:** Approximately 10 hours per month, varies

### **3. Board Development Committee Member**

#### **a) Duties**

- (1) Recruit new Board members
- (2) Orient new board members
- (3) Advise the Board on past policies as needed to provide historical context

- b) **Time Commitment:** Up to 10 hours a month

- c) **Requirements to participate:** Must have previously been a Board member, with special consideration given to previous Executive Board members
4. **Diversity and Inclusion Committee Member**
- a) **Duties**
    - (1) Attend monthly/quarterly meetings (depending on the committee's current workload)
    - (2) Help plan annual training for member growth and development, and developing short/long term goals to move The Childbirth Collective forward as an anti-racist and anti-oppressive organization
    - (3) Contribute to CC Education/Resource spreadsheet for continued learning for membership
    - (4) Serve as a resource for birth workers with experiences and suggestions on diversity and inclusion, bringing needs and growth opportunity forward to both the committee and the board as applicable
  - b) **Time Commitment:** Approximately 5-10 hours a month
5. **Education Committee Member**
- a) **Duties:**
    - (1) Attend Education Committee meetings quarterly or as needed
    - (2) Attend education events monthly to help set up and/or takedown when in person
    - (3) Review and approve proposals, schedule speakers
  - b) **Time Commitment:** Approximately 5-10 hours a month
6. **Ethics Committee Member**
- a) **Duties**
    - (1) Serve as a resource to birth workers with ethical concerns
    - (2) Review member ethical standards periodically and communicate updates with membership and the Board
    - (3) Review filed grievances, hold grievance hearing, and provide recommendations to the Board
  - b) **Time Commitment:** Up to 5 hours a month
  - c) **Requirements to participate:** Ideally there is a representative of each profession within our membership: birth doula, postpartum doula, midwife, bodyworker, lactation, mental health, placenta encapsulator, childbirth educator, photographer, etc.
7. **Fundraising Committee Member**
- a) **Duties**
    - (1) Raise additional money for the organization through Give to the Max Day and other ideas - including email fundraisers, potential events, business outreach, grants, etc. Track donations and donor contact information and thank and cultivate donor lists.

- (2) Engage the membership in fundraising efforts.
  - b) **Time Commitment** Approx 5 hours per month (perhaps a little more in November for Give to the Max Day)
- 8. **Communications Committee Member**
  - a) **Duties**
    - (1) Responsible for managing all social media and external, public-facing communications
    - (2) Also responsible for internal communications and monitoring of Facebook group
    - (3) Update website regularly with changes as directed by the Board
  - b) **Time Commitment:** 5-10 hours per week, but much of it can be completed online

## **Back-Up**

The Childbirth Collective has always and will always feel strongly about birth workers, especially birth doulas, having a solid back up, and providing reasons to potential clients and clients as to why and when they would use a backup. One of our values has always been that if you hire a Collective doula, a trained doula will be at your birth. To that end:

- I.** The birth worker should make timely back-up arrangements with another similarly-trained birth professional to ensure services to the client if the birth worker is unable to attend the birth or perform the services for which they were hired. The birth worker will attempt to engage backup birth workers with similar expertise, years of experience, and practice philosophy as themselves whenever possible.
- II.** Should any birth worker feel a need to discontinue service to an established client, it is their responsibility to notify the client in writing and arrange for a replacement, if the client so desires. This may be accomplished by:
  - A. Introducing the client to the back-up professional.
  - B. Offering referral to another professional that may be more appropriate for the situation.
  - C. Following up with the client or back-up professional to make sure the client's needs are being accommodated.
- III.** In the case of a backup birth worker taking over for the primary birth worker, the primary will pay a previously-agreed-upon amount, which the primary has informed the backup of ahead of time.

## **Membership**

### **I. Benefits**

- A. Being part of an organization with more than 25 years of leadership in the perinatal arena in Minnesota
- B. Access to Collective members-only Facebook Group
- C. A public profile on The Childbirth Collective website
- D. Invitations to all social events
- E. Discount for monthly educational sessions, which will provide continuing education
- F. Ability to attend Meet the Professionals events, which will put members face to face with potential clients
- G. Colleagues for informal peer review, backups for your services, and client referrals
- H. Gain critical information about current birth trends, opportunities, and parent options/choices at local places of birth
- I. One free yearly training centered on Racial Disparities, Marginalized Communities, or Diversity/Inclusion

### **II. Requirements**

- A. Attend Annual Meeting each year
- B. Attend any required training sponsored by the Collective
- C. Each member must be trained by a recognized training organization, have a certification or license if applicable for the field, and have a Scope of Practice for their profession or comply with The Childbirth Collective Birth and Postpartum Doula Scopes.
- D. All members should have a proper backup, if applicable

### **III. Membership Fee: \$100 annually. Free for BIPOC/LGBTQUIA+ community members**

## **Member Professional Standards**

### **I. While at a birth:**

- A. Collective members are expected to maintain a balance between respecting protocols of the hospital, birth center, or home birth midwife while working with their clients.
- B. All members are required to have and abide by the code of ethics of your certifying organization or the Childbirth Collective.
- C. Maintain client confidentiality.
- D. Always work within your scope of practice.
- E. Members are encouraged to wear a name tag and introduce themselves to the hospital, birth center, or home birth team.
- F. Members are to be mindful that they are representing the Collective and should always act in a professional and respectful manner, and do all they can to maintain a harmonious environment for their client.
- G. Some hospitals and birth centers in the Twin Cities area may have you sign an agreement to abide by their protocols. Please represent yourself in a professional manner if you are asked to sign one of these agreements.

## Internal Social Media (Facebook) Guidelines

- I. Any photos or images shared need to have permission. Image descriptions are strongly encouraged. More information on image descriptions can be found [here](#).
- II. Any business promotions are discouraged except on the “Tell Us Tuesday” weekly thread or unless it pertains to a request for information.
- III. Use considerate language. Ableist language, sexual slurs or references, and racial, homophobic, ethnic or religious slurs will not be tolerated. If you disagree with the term being derogatory, you still must refrain from using it in the Collective group. For a guide on alternatives to ableist language, go [here](#).
- IV. Do not apply tone to someone’s words. When in doubt, assume the best. Bear in mind, when we communicate on social media, it’s all text-based and we miss important facial and tonal expressions.
- V. Please post Content Warnings in regards to miscarriage, infant loss, sexual assault, or other potentially sensitive topics. This list is not conclusive and a group admin may ask you to post a Content Warning on a case by case basis.
- VI. This is a secular group. Please refrain from posting religious material. This does not mean that members cannot ask for resources for clients.
- VII. This group de-centers white, cis-gendered voices when possible. Do not question the lived-experiences of marginalized groups and don’t ask people from marginalized groups to educate you on discussed topics. In instances where a person from a marginalized community has provided education, anyone can (with permission) share that person’s PayPal, Venmo, or other payment information for compensation. More information on compensating people of color can be found [here](#).
- VIII. Members should not delete posts or comments. This has the potential to cause harm or remove possible education. A comment or post can be reported to admin for review at any time and will be reviewed on a case by case basis.
- IX. Be careful when using GIFs that feature a person whose race is not the same as your own. GIFs often create caricatures of people and perpetuate racist stereotypes. An explanation of this can be found [here](#).

## Appendices

### Appendix A: Diversity and Inclusion Statement

The Childbirth Collective is an organization that consists predominantly of white, cis-gender, middle-class, straight-identified birth workers. As an organization, we acknowledge the inequality of this makeup and strive to make positive changes to include marginalized communities in our organization and in the conversation of health inequity.

We, The Childbirth Collective, commit to making our organization an accessible and welcoming place for everyone. We seek to create an anti-racism and anti-oppression framework for the organization. An essential value of our community is to create an environment that allows members and families of all backgrounds to grow and thrive in our organization. We recognize and acknowledge the institutionalized racism and oppression in birth professions overall, and the barriers to training and practice for birth workers of color, LGBTQIA, and other marginalized communities.

We will join in local and national efforts to work toward reducing disparities in birth outcomes within marginalized communities. We take leadership in coalition-building with other community birth organizations to affect positive change in our larger community and support each other in this important work.

We commit to working with community partners to increase diversity among birth workers by eliminating barriers to training and practice. We will undertake the responsibility of moving forward in educating ourselves and implementing more culturally competent care to all families that we serve.

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Adapted from the MCCPM Anti-Racism and Anti-Oppression Committee Summary of Function & Statements -  
[https://docs.google.com/document/d/1Egrr\\_7wMWZLG-Oq\\_OQPpPzFszauKy4oylOVruvS3mso/edit?usp=sharing](https://docs.google.com/document/d/1Egrr_7wMWZLG-Oq_OQPpPzFszauKy4oylOVruvS3mso/edit?usp=sharing)

### Appendix B: Birth Doula Scope of Practice

**Birth doulas in The Childbirth Collective will abide by this scope of practice:**

1. Birth doulas need to be trained with an established training organization.
2. If the birth doula chooses to follow a scope of practice other than the provided scope they will send a copy to the secretary of the board upon request.

3. The doula accompanies the birthing person in labor, provides emotional and physical support, suggests comfort measures, and provides support and suggestions for the support person/people. The doula provides pre- and post-partum emotional support, including explanation and discussion of practices and procedures and assistance in acquiring the knowledge necessary to make informed decisions about their care.
4. Additionally, as doulas do not prescribe treatment, any suggestions or information provided within the role of the doula must be done with the provision that the doula advises clients to check with their primary care provider before using any application.
5. Standards of practice apply to emotional, physical, and informational support only. The birth doula does not perform clinical or medical tasks, such as taking blood pressure or temperature, fetal heart tone checks, vaginal examinations, or postpartum clinical care. Birth doulas **will not diagnose or treat in any modality**.
6. If doulas have qualifications in alternative or complementary modalities (such as an aromatherapist, childbirth educator, massage therapist, placenta encapsulator, etc.), they must make it very clear to their clients and others that those modalities are an additional service, outside of the doula's scope of practice.
7. Healthcare providers (such as nurses, midwives, chiropractors, etc.) may not refer to themselves as doulas while providing services outside of a doula's scope of practice.
8. Alternatively, if a health care, alternative care, or complementary care professional chooses to limit services to those provided within this scope of practice, it is acceptable.
9. Doulas advocate for client's wishes as expressed in their birth plan, in prenatal conversations, and intrapartum discussion, by encouraging clients to ask questions of care providers and to express preferences and concerns. The doula helps the birthing person incorporate changes in plans if, and when the need arises and **enhances the communication between client and care provider**. Clients and doulas must recognize that the advocacy role does not include the doula speaking instead of the client or making decisions for the client. The advocacy role is best described as support, information, and mediation, or negotiation.
10. When a Collective member agrees to work with a client as a birth doula:
  - The doula will provide **uninterrupted, continuous support during the birth**; the doula's obligation is to do so reliably, without fail, for the term of the agreement;
  - The doula will provide a reliable backup of either the client's choice or the doula's recommendation and ensure that the client has access to the backup doula prior to birth if they choose;
  - The doula will inform clients of the conditions under which they employ backup;
  - The doula will inform clients of any possible conflicts surrounding their birth month;
  - The doula will compensate the backup doula for the agreed amount.

11. For client needs beyond the scope of the doula's training, referrals are made to appropriate providers.

### **Appendix C: Postpartum Doula Scope of Practice**

#### **Postpartum doulas in The Childbirth Collective will abide by this scope of practice:**

1. Postpartum doulas are encouraged to complete training with one of the national training organizations listed on the Minnesota Department of Health Minnesota Doula Registry (certification NOT required, just training).
2. If the birth doula chooses to follow a scope of practice other than the provided scope they will send a copy to the secretary of the board upon request.
3. If postpartum doulas have qualifications in alternative or complementary modalities (such as an aromatherapist, childbirth educator, massage therapist, placenta encapsulator, etc.), they must make it very clear to their clients and others that those modalities are an additional service, outside of the postpartum doula's scope of practice.
4. Healthcare providers (such as nurses, midwives, chiropractors, etc.) may not refer to themselves as postpartum doulas while providing services outside of a postpartum doula's scope of practice.
5. Services Rendered. The postpartum doula tends to the birthing person and their family in their home in the first few months following the birth. The postpartum doula provides non-medical support and companionship, assists with newborn care and sibling adjustment, meal preparation, and household organization. The postpartum doula offers evidence-based information on newborn feeding, emotional and physical recovery from childbirth, and other issues related to the postpartum period, and can make referrals if necessary.
6. Limits to Practice. Standards apply to emotional, physical, and educational support only. The postpartum doula does not perform clinical or medical tasks such as examining the postpartum person or baby or taking temperatures, blood pressure checks, or any other type of postpartum clinical care. Postpartum doulas do not diagnose or treat medical conditions or administer medication to the client or any member of the client's family.
7. Referrals. For client needs beyond the scope of the doula's training, referrals are made to appropriate resources. Referrals to IBCLCs for lactation help beyond the scope of the postpartum doula are considered especially critical.
8. When the postpartum doula agrees to work with a particular client, the obligation is to do so reliably, to the best of the postpartum doula's ability, for the term of the agreement. Should any postpartum doula feel a need to discontinue service to an established client, it is the postpartum doula's responsibility to notify the client in writing and arrange for a replacement, if the client so desires. This may be accomplished by
  - Introducing the client to another postpartum doula colleague;
  - Suggesting that another postpartum doula may be more appropriate for the situation.

- If the postpartum doula is unable to work with a client for a previously scheduled shift, it is expected that every effort is made on the part of the doula to reschedule with the client at a time convenient to the client, or to find a backup postpartum doula to cover the shift as scheduled;
- Following up with the client or postpartum doula colleague to make sure the client's needs are being accommodated.

9. Experience. The postpartum doula will seek to have appropriate experience and knowledge as pertains to their role, including newborn care, breastfeeding education, a strong knowledge of local and national resources for the postpartum period, and an extensive referral list. The postpartum doula will stay informed of current research by participating in continuing education through reading, attending workshops, or other means. The postpartum doula will follow the continuing education guidelines of their training or certifying body.

## **Appendix D - Grievance Policy**

### **\*The Childbirth Collective Grievance Policy**

Any group of passionate individuals is likely to have conflict. We do not expect to always agree, and we promote the free exchange of ideas. However, we do expect members to have an attitude of listening, learning, and correcting mistakes. When members disagree on an issue and the disagreement cannot be resolved by those involved, any member of the Board of Directors may step in to assist in forming a plan or mediation. When one or both parties are harmed by another member, an apology may be necessary. An authentic apology focuses on the feelings of the harmed party, specifically states what you did wrong and why it was harmful, and commits to a plan for doing better in the future.

In general, it is preferred that all complaints and concerns relating to The Childbirth Collective be addressed and resolved in cooperation with The Childbirth Collective Board. This policy shall be considered as The Childbirth Collective's official grievance procedure, except that it does not apply to the termination of a voting member's membership with the organization, which will continue to be covered by Minn. Stat. 317A.411. The Childbirth Collective directors, volunteers, and members shall be expected to abide by the terms and conditions outlined below.

When a Childbirth Collective member(s), director, volunteer, or another party (the "complainant") wants to file a grievance with the organization, the grievance must be submitted in writing to The Childbirth Collective Board of Directors. The grievance shall explicitly state that it is an official grievance, outline the problem, date(s) of occurrence, any person(s) involved, and be dated and signed by the complainant. Sending a grievance via email is acceptable.

Within 5 business days of receipt, The Childbirth Collective Board of Directors will notify the complainant that the grievance has been received and is being investigated. The Childbirth Collective Board of Directors (or its authorized representative [Ethics Committee]) will begin investigating the complaint to determine the factual elements of the grievance and clarify any missing information or ambiguous issues with the complainant. The complainant filing the grievance may be called upon to attend a mediation with The Childbirth Collective Board of Directors, and/or any other person(s) outlined in the grievance letter unless the complainant feels

unsafe in the presence of those filed against. The Childbirth Collective Board of Directors will, in a timely manner, make a written determination of the best approach to deal with the grievance. The outcome of the grievance will be documented by The Childbirth Collective Board of Directors and maintained as a part of the organization's records.

Dissatisfaction with The Childbirth Collective Board's handling of a grievance may be expressed to The Childbirth Collective membership at the next scheduled board meeting.

At any time during the grievance process, all parties have a right to legal representation, at their own expense.

**\*The Board of Directors is working on a flow chart that illustrates the grievance policy more clearly. When it is done it will be placed here.**

#### **Appendix E: Current Board Members and Term End Dates 2020**

- President: Landon Yakovleva
  - Term-end: 2020
- Treasurer: Justine Temke
  - Term-end: 2021
- Secretary: Jenna Tomlinson
  - Term-end: 2021
- At-Large: Liz Hochman
  - Term-end: 2021
- At-Large: Christina Owen
  - Term-end: 2020
- At-Large: Kathy Chinn
  - Term-end: 2021
- At-Large: Nicole Stecker
  - Term-end: 2021
- At-Large: Julie Colby
  - Term-end: 2021