PODS Leader Volunteer Role Description

At DiabetesSisters, we change the lives of women with diabetes. We understand the fear and isolation that can accompany life with diabetes, and we know that emotional and peer support is vitally important to our overall wellbeing. We offer a range of programs to improve the health and quality of life of women with diabetes, and to advocate on their behalf.

Through DiabetesSisters programs, women with diabetes form strong circles of support and can freely share encouragement, resources, and stories of hope or challenges. Our signature program, Part of DiabetesSisters (PODS) Meetups, began in 2010. It provides encouragement, education, and empowerment through peer support groups for women living with any type of diabetes or prediabetes. These peer support groups are organized and led by volunteers who are women with diabetes, called PODS Leaders.

PODS Leaders give their time and talents to change the lives of women with diabetes and prediabetes every day. They share their own life experiences with diabetes as a tool to support, educate, and advocate for peers in their communities and often in state and national forums. PODS Leaders are representatives of the DiabetesSisters organization. They are the heart of DiabetesSisters and are key teammates as we strive to ensure the voices of women with diabetes and prediabetes are heard.

**DiabetesSisters is looking for women living with diabetes to apply to become PODS Leaders. PODS Meetups are the nation’s only program that organizes volunteer leaders to run peer support groups for women with diabetes or prediabetes.**

**Position**
The PODS Leader is responsible for preparing, organizing, facilitating, and promoting PODS Meetups (small peer support groups of women with any type of diabetes or prediabetes) and the DiabetesSisters organization. PODS Leaders report into the National Office.

**Time commitment**
PODS Leaders spend an average of 4-6 hours per month on activities on behalf of DiabetesSisters. The commitment for PODS Leaders is 2 years, followed by re-commitment at the end of two years.

**Requirements to apply**
- Be a women aged 18 or older.
- Live with diabetes (type 1, type 2, LADA, MODY, type 3c, gestational, or other) or prediabetes,
- Have lived with diabetes or prediabetes for at least 12 months.
- Be available to attend the required training.
PODS Leader Responsibilities

- Organize and lead regular PODS Meetup meetings.
  - Schedule, organize, and facilitate monthly PODS meetups.
  - Follow and build upon DiabetesSisters monthly themes.
  - Use and expand upon DiabetesSisters Educational materials.
  - Encourage PODS members to co-lead or help plan meeting activities.

- Promote PODS Meetups and DiabetesSisters throughout your networks.
  - Distribute DiabetesSisters/PODS business cards and promotional materials.
  - Give DiabetesSisters designed presentations for community groups, organizations, medical staff/offices, and other local networks to increase awareness of PODS Meetups and gain new members.

- Represent DiabetesSisters at local community health and outreach events.

- Participate in invited opportunities to share experiences as a woman living with diabetes and as a DiabetesSisters volunteer Leader with industry, professional, and/or nonprofit partners.

- Communicate regularly with DiabetesSisters staff using DiabetesSisters online tools.
  - Check DS email account consistently, responding to email within 72 hours.
  - Use your DS email account only (not personal email accounts) for DiabetesSisters and PODS communication.
  - Communicate regularly with National Office via email and/or phone.
  - Submit online monthly reports to DiabetesSisters by required deadlines.
  - Participate in online meetings with DiabetesSisters staff and other PODS Leaders.
  - Share updated contact information for PODS Meetup members with DiabetesSisters staff.

- Communicate with PODS Meetup members in a timely manner.
  - Inform and encourage participation in upcoming DiabetesSisters activities and programs/
  - Promote and share DiabetesSisters resources with PODS members, including:
    - eNewsletters
    - Expert articles and Library resources at diabetessisters.org
    - Conferences

- Participate in all program evaluation efforts.

- Follow all DiabetesSisters/PODS Meetup policies including but not limited to confidentiality, privacy, reporting, and financial/reimbursement.
Application Process

- Applicant completes online application, including contact information for 2 references.
- DiabetesSisters will contact your references directly.
- Applicant completes interview with DiabetesSisters staff,
- One approved by DiabetesSisters staff, applicant completes, signs, and returns required volunteer agreements.

Please review the following volunteer agreement before submitting your application. You will not be able to continue the application process without agreeing to the terms outlined in this volunteer agreement.

If invited to join as a volunteer PODS Leader, you agree to the following:

- Attend the full DiabetesSisters online training and orientation.
- Commit to a minimum of 24 months of volunteer service to DiabetesSisters.
- Complete training, reading and activities.
- Use the DiabetesSisters email address provided to you for all communication to conduct DiabetesSisters program and activities.
- Maintain and check your DiabetesSisters email account regularly (daily) and respond within 72 hours.
- Review DiabetesSisters eNewsletters, monthly PODS Leader emails, and other communications from DiabetesSisters staff to stay current on programmatic updates.
- Share the benefits of DiabetesSisters and PODS Meetups (eNewsletters, articles, resources, webinars, etc.), and encourage other women with or at risk for diabetes to join our PODS Meetup groups.
- Identify and encourage women with any type of diabetes or prediabetes to apply to be a PODS Leader.
- Use DiabetesSisters promotional materials, and work with DiabetesSisters staff to develop any new materials following branding guidelines.
- Give DiabetesSisters consent to use your photo and likeness in your role as a DiabetesSisters volunteer and PODS Leader in its publications, website, and with the media. Photos covered by this agreement include photos taken at local and national conferences and trainings, and any photos that you submit in your role as a DS volunteer and PODS Leader.
- Give DiabetesSisters consent to use your diabetes story in its publications, website and with the media.
- Maintain the confidentiality of all proprietary or privileged information to which I have access while serving as a volunteer, whether this information involves DiabetesSisters members, volunteers, staff, or others.
- Follow all DiabetesSisters policies and guidelines.