



### **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 because we are an organization led by women who live with diabetes. 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 desperation. Our signature program, Part of DiabetesSisters (PODS) Meetups, began in 2010. It provides encouragement, education, and empowerment through monthly peer support groups of women living with any type of diabetes or prediabetes in locations across the country. 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 is 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 in their local communities. PODS Leaders report to the Director of Operations.

### **Time commitment**

The PODS Leader is an unpaid volunteer position that spends an average of 6 hours per month on activities on behalf of DiabetesSisters. The initial commitment for PODS Leaders is 18 months, followed by annual re-commitment.

### **Requirements to apply**

- Women age 18 or older
- Living with diabetes (type 1, type 2, LADA, gestational, or other) or prediabetes
- Have lived with diabetes or prediabetes for at least 12 months or more
- Available to attend the 8<sup>th</sup> annual DiabetesSisters Leadership Institute in Fall 2022.



### **PODS Leader Responsibilities**

- Organize and lead regular PODS Meetup meetings in their community
  - Schedule, organize, and facilitate a minimum of 9 monthly PODS meetups each year
  - Follow and build upon DiabetesSisters monthly themes
  - Use and expand upon DiabetesSisters Educational Modules
- Promote PODS Meetups and DiabetesSisters throughout local communities
  - Distribute DS/PODS business cards & promotional materials
  - Give 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 at least twice a week
  - Use DS email account only (not personal email accounts) for DiabetesSisters and PODS communication
  - Communicate regularly with the Director of Operations via email and/or phone
  - Submit online monthly reports to DiabetesSisters by required deadlines
  - Participate in online quarterly meetings with DiabetesSisters staff and other PODS Leaders
  - Share new and updated contact info for PODS Meetup members to the Director of Operations
- Communicate with PODS Meetup members consistently
  - Inform and encourage participation in upcoming DiabetesSisters activities and programs
  - Promote and share DiabetesSisters resources with PODS members, including:
    - eNewsletters (encourage them to create an account at [diabetessisters.org](http://diabetessisters.org))
    - Expert articles & Library resources at [diabetessisters.org](http://diabetessisters.org)
    - Conferences
    - Encourage PODS members to co-lead or help plan meeting activities
- Participate in all program evaluation efforts
- Follow all DiabetesSisters/PODS Meetup policies including but not limited to confidentiality, privacy, reporting, and financial/reimbursement.
  - Follow DiabetesSisters reimbursement procedures. In calendar year 2022, \$150 per PODS location has been allocated to reimburse leaders for PODS Meetup-related expenses.



### **Application Process**

- Complete online application, including contact information for at least 1 reference
- DiabetesSisters contacts reference directly
- Complete interview with DiabetesSisters staff
- Upon receiving invitation from DiabetesSisters staff, complete, sign, and return required volunteer agreements.
- Newly selected PODS Leaders must attend the 8<sup>th</sup> annual DiabetesSisters Leadership Institute in Fall 2022. Arrangements will be finalized by August 30, 2022.

**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, I agree to the following:**

- Attend (in person or remotely) the full DiabetesSisters Leadership Institute for PODS Leader training and orientation on October 21, 22, and 23, 2022.
- Commit to a minimum of 18 months of volunteer service to DiabetesSisters.
- Complete training reading and activities.
- Use DiabetesSisters email (name@diabetessisters.org) for all communication to conduct DiabetesSisters program and activities.
- Maintain, check, and respond to DiabetesSisters email account regularly (at least twice a week).
- Review DiabetesSisters eNewsletters, monthly PODS Leader emails, and other communications from DiabetesSisters staff to stay current on programmatic updates.
- Share the benefits of DiabetesSisters/PODS Meetups (eNewsletters, blog posts, webinars, etc.), and encourage other women with or at risk for diabetes to join or find interest in starting additional PODS Meetup groups.
- Identify and encourage women with any type of diabetes or prediabetes to apply to be a PODS Leader and attend the DiabetesSisters Leadership Institute.
- Use DiabetesSisters promotional materials, and work with DS staff to develop any new materials following branding guidelines.
- Give DiabetesSisters consent to use your photo and likeness in your role as a DS 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 & guidelines.