



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, 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 in our fight to ensure the voices of women with diabetes and prediabetes are heard.

DiabetesSisters is looking for women living with diabetes to apply to become volunteer leaders of PODS Meetups. 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 8 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 2019 DiabetesSisters Leadership Institute September 27-29, 2019 in Chicago. Travel, double occupancy accommodations, and meals will be covered by DiabetesSisters. Single occupancy requests are considered on an individual basis and are all paid by the PODS Leader.

Responsibilities

- Organize and lead regular PODS Meetups in their community
 - Schedule, organize, and facilitate a minimum of 9 monthly PODS meetups each calendar 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, postcards, brochures, and flyers.
 - 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
 - Examples of such events include: local health fairs, diabetes events, workshops, panels, or conferences
 - Identify new local opportunities, events, or organizations to partner and represent DiabetesSisters.
- 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 (DS email account, DS website account, online monthly reports and event calendar, quarterly leader meetings online)
 - Maintain consistent use of DS email account, checking and 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.
 - Post PODS Meetups on the online Event Calendar
 - Send new and updated contact info for PODS Meetup members to the Director of Operations



- Submit required online monthly reports for volunteer activities to DiabetesSisters by required deadlines.
- Participate in online quarterly calls with DiabetesSisters staff and other PODS Leaders
- 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)
 - Expert articles from diabetessisters.org
 - Conferences
 - Encourage members to co-lead, or participate in planning activities for PODS Meetup group.
- Participate in all program evaluation efforts.
- Follow DiabetesSisters procedures for financial reimbursement
 - For each PODS Meetup location in calendar year 2019, \$250 has been allocated to reimburse leaders for PODS Meetup-related expenses.
- Follow all DiabetesSisters/PODS Meetup policies including but not limited to confidentiality, privacy, reporting, and financial/reimbursement.

Application Process

- Complete online application, including contact information for at least 1 reference
- Submit volunteer agreement
- Reference submits recommendation directly to DiabetesSisters
- Complete interview with DiabetesSisters staff
- Upon receiving invitation from DiabetesSisters staff, applicant completes, signs, and returns required agreements.
- Newly selected PODS Leaders must attend the 2019 DiabetesSisters Leadership Institute in Chicago, September 27-29, 2019. Arrangements will be finalized by August 30, 2019.

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



DiabetesSisters Volunteer Agreement

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

- Attend the full DiabetesSisters Leadership Institute for PODS Leader training and orientation. I understand that travel, double-occupancy accommodations, and meals are covered by DiabetesSisters. Requests for a single occupancy room will come at an additional cost at the PODS Leader's own expense.
- 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.