



Support Group Leader Position Description

Thank you for your interest in becoming an essential tremor support group leader. Please read through this position description to get a better understanding of the responsibilities, qualifications and benefits of leading a support group in your community. Call the International Essential Tremor Foundation with any questions, (toll free) 888.387.3667.

Support Group Leaders (SGL) Program

The International Essential Tremor Foundation is a 501(c)3 not-for-profit based in Overland Park, Kansas with a mission to spread awareness, provide educational information and fund research to find better treatment options and a cure for essential tremor.

Support group leaders are very special individuals who give freely of their time and talents, working on behalf of their community without financial compensation.

Support Group Leaders in each community works with the IETF to:

- Increase awareness about ET within each community.
- Increase the number of support groups.
- Provide a local contact for educational information.
- Develop and increase fundraising potential.
- Develop and enhance a relationship between the IETF and the local community.

Responsibilities

Support Group Leaders are responsible for:

- Maintaining an active support group with a minimum of (3) three meetings per year.
- Reporting the total number of hours served each month to the IETF.
- Keeping the IETF informed about meetings dates, times and locations.
- Building relationships with local physicians, health care professionals, and government and community representatives, in order to increase group membership and retain guest speakers.
- Dispersing IETF literature to support group members, health care providers, libraries, senior centers, nursing homes, and other businesses and organizations, as needed.

Qualifications

Support Group Leaders need to possess the following qualifications to be considered for volunteer service:

- A strong desire to help support and educate others about essential tremor.
- Ability to communicate with diverse groups of individuals, regardless of age, race, ethnicity, income, religion or political affiliations. Experience in public speaking or a desire to do so is a plus.
- Impeccable community reputation and ethical behavior.
- A thorough knowledge of essential tremor or the ability to become knowledgeable.
- Access to the internet and an active email account.

Benefits

There are many benefits to being a volunteer. Here are just a few benefits of volunteering with the IETF:

- Ability to bring people together in a positive, loving and nurturing environment.
- Educational materials and literature will be mailed to you at no charge, upon request.
- Email announcements about your meetings can be sent out by the IETF, to people living in your community.
- Your group will be added to our website list.
- Meeting dates and locations can be listed on the IETF website calendar, upon request.
- Access to a private section of the IETF website that is only for Support Group Leaders, to help making requests and getting information fast and easy.
- Possible IRS tax deduction for mileage and expenses (see your tax professional for details).

Application Process

Here are the steps to becoming an IETF volunteer:

1. Review this position description, in addition to the Support Group Leader Training Guide and video on the IETF website.
2. Complete and submit an online application for volunteer service.
3. Once your application has been approved, review SGL Welcome Packet materials that will be mailed to you.
4. Begin planning your first meeting.

"Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has."

- Margaret Mead



International Essential
Tremor Foundation

Your Voice for Essential Tremor

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