



Support Group Co-Chair JOB DESCRIPTION

Our peer-led support group meetings are foundational to our organization's mission. To be a support group moderator, no previous experience is required. It just takes a patient and empathetic heart who wants to make others feel less alone on their journey.

Chair Duties include:

1. Moderating peer-led support group meetings as agreed upon (typically 6 per co-chair each year)
2. Collaborating with the Social Media Chair to promote support group meetings
3. Corresponding with facebook group members
4. Answering any questions about support group that come from the website

Moderator Expectations

- Follow the meeting agenda and review guidelines with group
- Be empathetic without being patronizing
- Only mention your children if doing so benefits the group
- Make others feel heard first, before offering advice
- Ask members what they need before making assumptions
- Refrain from offering any advice that could be considered medical
- Stay for the entire duration of the meeting and be mindful of meeting time

Board member expectations include:

- Attendance and appropriate preparation for monthly meetings (first Thursdays)
- Completing positions-specific tasks between meetings, utilizing volunteers when needed
- Participation in major events and fundraisers (Family Building Conference, 5k, Grant Drive)
- Attending *at least* one Support Group meeting a year
- Representing KCinfertility in the public, knowledgeably and professionally
- Notifying the board in advance if any commitments cannot be met.

New terms will start January 2023 and last two years, with the option of renewing for a second term, if desired.