



## **IgA Nephropathy Foundation Patient Ambassador Program**

### **Co-Chair Job Description**

Co-Chairs will serve as the principal leaders of the Ambassador Program, helping to shape the program and partnering with staff and members of the Executive Board. Ambassador Program Co-Chairs, with additional support and expertise from the IgA Nephropathy Foundation's team, will help to unveil the new program in late 2022.

#### **Other duties:**

- Help recruit and evaluate peer Ambassadors who will serve as the face of IgA Nephropathy to help raise awareness of the condition (especially around key points in time, Kidney Awareness Month, IgA Nephropathy Day, Mental Health month, etc.), provide vital information and support to patients and caregivers, and extend the voice and geographic reach of the IgA Nephropathy Foundation. Work with the team to develop ongoing, vetted recruitment.
- Work with IgA Nephropathy Foundation Leadership to finalize the draft program framework and develop agreements and general policies for Ambassador participation.
- Attend monthly, sometimes bi-monthly Ambassador Program meetings with the larger program team. Review program assets and materials as needed.
- Introduce the program at SPARK 2022 and help in shaping the kick-off training (timing likely the end of October, early November). Ongoing training and updates with resources and calls to action will be available via a dedicated learning platform and train-the-trainer when possible.
- Serve as the main point person to help field and answer questions (the Toolkit will be designed to answer most questions) and help deliver communications and updates to the ambassadors. Lead quarterly check-in calls with the volunteer network.
- Represent the IgA Nephropathy Foundation as a national, possibly international, spokesperson.
- Guide ongoing evaluation and evolution of the program.

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**Time Commitment**

Co-chairs will serve a 2-year term, with terms being staggered annually to provide continuity. The 2-3 months leading up to the kick off in late 2022 and SPARK 2023 will require the most time; other obligations are fulfilled throughout the year, but are much less time intensive.

**Interested in applying, or know someone who would be a good fit?**

The Ambassador Program information sheet and application are now available at [www.igan.org](http://www.igan.org). Please indicate on the application that you are applying for the Co-Chair position and submit it to [info@igan.org](mailto:info@igan.org) **before September 18, 2022.**

Thanks for your interest!