

Lay Leader Memorandum of Agreement

Living Healthy

(i.e. Chronic Disease Self-Management Program, CDSMP)

As a Lay Leader for the *Living Healthy* Program, sponsored by [insert name of regional coordinating agency], I _____ (name) recognize the importance of my role in ensuring the success of the program. By signing this Agreement, I am committing to fulfilling my role as summarized in the position description below.

Lay Leader Responsibilities:

1. Participate in a four-day Leader Training to develop the skills to lead the *Living Healthy* workshops.
2. Facilitate at least 1 *Living Healthy* workshops (which are 2.5 hours per week x 6 weeks) per year for a minimum of 2 years.
3. Carefully adhere to the program as it is organized and scripted, and as set forth by Stanford University.
4. Work cohesively with workshop co-leader/s to ensure that the *Living Healthy* workshops are successful.
5. If, at any time, a leader is uncomfortable with his/her co-leader, he/she will immediately contact the program coordinator.
6. Serve as a role model to participants.
7. Ensure that all evaluation materials, including Participant Information Forms and Attendance Sheets, are collected in a timely manor and given to the Regional Coordinator.
8. Actively identify workshop participants who would make good *Living Healthy* Leaders, and encourage them to become Leaders.
9. Ensure that unused materials are returned to the Regional Coordinator following the Leader Trainings and/or *Living Healthy* Workshops.
10. (If applicable) Notify *Living Healthy* coordinators immediately if no longer able to fulfill duties as a Lay Leader.
11. Notify the *Living Healthy* coordinator immediately if unable to make it to one of the workshop sessions, and work with the coordinator to secure a qualified substitute Leader for that session.

To the extent of the Lay Leader's time & abilities, he/she will:

1. Assist in marketing the *Living Healthy* program and upcoming workshops.
2. Work with *Living Healthy* coordinator and *Living Healthy* Leaders to identify new partners and potential locations for workshops.

Licensing

For the purpose of this project, the majority of the workshop participants must be 60 years of age or older. If a *Living Healthy* Leader organizes a workshop on his/her own, notice of the workshop must be provided to the *Living Healthy* coordinator, and the majority of the participants must be 60+ in order for the workshop to take place under a *Living Healthy* license. If the Leader is not targeting the 60+ population with his/her workshop, a new license must be obtained by the Leader from Stanford University.

Lay Leader Signature

Date

Living Healthy Coordinator Signature

Date