**Community Elder Role and Working Agreement:**

**The Role of Community Elder includes:**

* Make sure you have read the volunteers handbook
* Remain up to date with all emails, new procedures and guidelines

* Ensure that each lead Doula uses the Client evaluation form and return it to [admin@doulaswithoutborders.com](mailto:admin@doulaswithoutborders.com)
* Pass on any testimonials to [info@doulaswithoutborders.com](mailto:info@doulaswithoutborders.com)
* Source local networks for survivors/teens/refugees/homeless women/refuges/support organisations and utilise for signposting team members
* Be aware of our non-member’s procedure (ask admin for document/download on website)
* Set up a local team for your community members on Facebook or in What’s app

* Arrange meet ups to discuss clients’ needs, Doulas needs, troubleshoot and support
* Be involved as supporter, monitor and ‘signposter’ in each Doula team on What’s app or Signal
* Report to the core team (elders@doulaswithoutborders.com) any concerns about any team member or client, at any time
* Utilise Consultant Elders and our safeguarding leads and signpost your team members to them when needed
* Network in-house for translation help, trauma therapy and feeding support when needed (ask on Facebook group or email admin@doulaswithoutborders.com)
* Offer debriefing, support and reflection for your team members
* Download your ‘Debrief preparation for Community Elders’ form once a quarter (ask core team for document/download on website)
* Choose your Consultant Elder and contact info@doulaswithoutborders.com and arrange a quarterly debrief.

**Working Agreement:**

* We ask that you commit to a minimum of 6 months of volunteering with Doulas Without Borders.
* We ask that you remain in contact with us and keep us informed about any changes, problems, issues raised.
* We ask that if you think you might need to leave, you give us at least one month’s notice, in writing, to info@doulaswithoutborders.com and please include any reasons if they might be helpful for our improvement.
* We ask that you spend that minimum of one month’s notice looking out for a local replacement and should you find one, that you pass on the role, your team knowledge and any useful experiences.
* Please document anything useful that you learn during your experience in this role, to safekeep for the next to step into your shoes!