

## LAM Liaison Job Description

### **Patient Support Responsibilities:**

- Serve as a Liaison of The LAM Foundation for LAM patients and families within a specified region of the country.
- Actively reach out and provide timely support to LAM patients via phone, email, social media, and in person.
- Connect newly diagnosed LAM patients, women currently living with LAM, and families living in the region to The LAM Foundation, LAM Clinics, The LAM Foundation website, and online resources.

### **Outreach Responsibilities:**

- Act as an ambassador for The LAM Foundation.
- Help raise awareness of LAM and The LAM Foundation using Foundation-approved materials and content.
- Attend regional fundraisers for The LAM Foundation, if possible.
- Participate in media and public relations efforts in partnership with The LAM Foundation.
- Contribute to The LAM Foundation's online forums and Facebook pages.

### **Expectations:**

- Sign the LAM Liaison Volunteer Leadership Agreement.
- Attend quarterly LAM Liaison Webinars and participate in annual training activities.
- Make an effort to attend LAMposium, with TLF support, and encourage others to attend.
- Attend educational webinars sponsored by The LAM Foundation.
- Stay current with Foundation activities and LAM research and treatment advances by reading the monthly e-newsletter, Currents; semiannual magazine, Journeys; and other Foundation materials including the LAM Handbook, The LAM Foundation website, and social media pages.
- Coordinate regional educational meetings with a LAM Clinic (at least one per year). *Note: Meetings may be held at an alternative location if there is no LAM Clinic in your area.*
  - Complete meeting documentation/expense requests & submit within 30 days.
- Host regional support meetings (at least 2-3 per year).
- Contribute to the LAM Liaison online forums and Facebook page to share best practices.
- Share ideas and input on TLF materials and activities with TLF staff.

### **LAM Liaison Agrees Not to:**

- Give medical advice, recommend treatments, medications, or testing.
- Feel compelled to assist patients with personal problems, instead using coaching, listening skills, and other techniques to provide support and reassurance in their ability to solve problems.
- Share confidential information.

### **LAM Liaison Agrees to:**

- Encourage women with LAM and their families to register with The LAM Foundation and inform the Foundation of newly diagnosed LAM patients in their region.
- Protect the confidentiality of LAM patients, LAM donors, and strategic Foundation information.
- Provide an updated photo and bio to The LAM Foundation for the New Patient Tool Kit.