

Lookout/MDABC staff mutual support groups

Procedures

Initiating a support group

1. One or more Lookout staff members who have received MDABC facilitator training inform the MDABC manager that they would like to lead a support group, and provide the following information:
 - planned meeting schedule (day, time, and frequency)
 - intended group membership, if it is more specific than “Lookout staff”
 - preferred maximum group size
 - e-mail contact address for prospective group members
2. MDABC manager provides a Zoom host ID and password, and basic instructions for using Zoom.
3. MDABC manager announces the group via Lookout e-mail. Lookout staff groups will not be posted on the MDABC web site, but a list will be posted on Lookout’s internal SharePoint.

Operational procedures

- Every group member must sign the Group Member Agreement before participating, and give it to the facilitator. The facilitator sends the signed agreements to MDABC.
- Facilitators are responsible for communicating with group members, including meeting notices, and meeting cancellations if they happen.
- After each meeting, facilitators will report the number of attendees to MDABC.
- If any group members are interested in becoming facilitators, they should be advised to contact the MDABC manager.
- If the group chooses to meet in person, please advise the MDABC manager, and follow MDABC support group COVID protocols.

Last Updated August 5th, 2022