

## Iowa Nurses Foundation Volunteer Job Description Form

**Job Title:** CE Approver, INF Board of Directors  
**Responsible To:** Chair, Iowa Nurses Foundation  
**Staff Liaison:** Chief Staff Officer

**Job Description:**

Review applications for continuing education that are submitted for INF continuing education credit and report back to staff that the application needs modification or is approved.

**Training Required For Job:**

1. General knowledge of Iowa Nurses Association and Iowa Nurses Foundation mission, policies and procedures.
2. Participate in orientation offered for all aspects of INA and INF's operations activities and programs.
3. Familiarity or willingness to learn how to recruit, orient and manage volunteers.
4. Familiarity with the Iowa Board of Nursing administrative rules for nursing continuing education as found in Iowa Administrative Code 655.5 (152) Continuing Education-Providers
5. Education at the BSN level preferred.

**In-Service Training Provided:**

1. Annual Leadership Retreat meeting.
2. Orientation Day.
3. Ongoing training at Board meetings.
4. Consultation with paid administrative support and legal counsel.

**Qualification and Special Skills Needed:**

1. Education and licensure as a Registered Nurse.

**Time Commitment:**

1. Approximately 4-6 hours within the calendar year.

**Evaluation:** Annual, based on meeting attendance, leadership exhibited and level of participation in activities.

Adopted July 22 2017