

Iowa Nurses Foundation

Volunteer Job Description Form

Job Title: Chair, Board of Directors
Responsible To: Members of Iowa Nurses Association
Staff Liaison: Chief Staff Officer

Job Description:

1. Preside at INF Board of Director Meeting
2. Assist in developing agenda for each meeting to further INF goals and mission
3. Assure the development of INF's budget by working collaboratively with INF Treasurer.
4. Serve as an ex-officio member of INF committees.
5. Represent INF at official functions including Lobby Day, Retreat and Convention.
6. Support INF financially with personal & corporate contributions, sponsorships, attendance at functions and participation in major fundraising events.
7. Prepare annual summary of activities.

Time Required:

1. Attendance at scheduled INF Board of Directors meetings (minimum of 4 per year).
2. Attendance at meetings to represent INF interests to INA Board of Directors.
3. Regular consultation and communication with assigned administrative support.
4. Provide as needed consultation and communication with volunteers serving in leadership positions to coordinate INF initiatives.
5. Attendance at major INA/INF functions, including Lobby Days, Leadership Retreat and Annual Meetings.
6. Three years availability.

Training Required For Job:

1. In depth knowledge of INA and INF mission, policies and procedures.
2. Prior membership on at least one INA committee or satisfactory service for at least on term as a member of the Board of Directors
3. Formal orientation to all aspects of INA and INF's operations activities and programs.
4. Familiarity with recruitment, orientation and management o of volunteers.

In-Service Training Provided:

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

Qualification and Special Skills Needed:

1. Desire to further INF's mission, initiatives and goals
2. Knowledge about community resources.
3. Effective communication and team building skills.
4. Ability to plan for strategic activities both short and long range.
5. Ability to represent INF within the state at meetings.
6. Experience in meeting management.

Time Commitment: Approximately 2-4 hours per month

Evaluation: Annual, based on meeting attendance, leadership exhibited and level of participation in Association/Foundation activities