

Iowa Nurses Foundation Volunteer Job Description Form

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

Job Description:

1. Lead jointly with the INA Convention Liaison, the planning of the theme, continuing education and connected activities of the Annual Meeting & Continuing Education program.
2. Confer with both INF and INA Boards on schedule and activities; adhere to the timeline to finalize by June 1.
3. Confer with the INF Board to determine recommended prioritization for continuing education programs.
4. Coordinate and/or designate responsibility for making initial contact with continuing education speakers.
5. Have an awareness of the approved budget for convention speakers and their expenses.
6. Coordinate with administrative staff the negotiation of speaker fees.
7. Assure that INF Board members are available to introduce speakers at Annual Meeting/Continuing Education Program.
8. Assure that thank you notes are provided/sent to speakers after the program.
9. Provide evaluation summaries to speakers that are prepared by administrative support.
10. Contribute direction for volunteer recruitment, recognition and participation in activities.
11. Participate in INF activities and events: Legislative Day, Retreat and Annual Meeting.
12. Support INF financially with personal contributions, sponsorships, and participation in major fundraising events.

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.

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. Recording keeping skills.
2. Desire to further Iowa Nurses Foundation's mission, initiatives and goals.
3. Knowledge about community resources.
4. Willing to make contacts in community and make presentations to benefit the Foundation.

Time Commitment:

1. Three Year commitment to a term of office.
2. Approximately 2-4 hours per month

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

Adopted July 21, 2017