

Iowa Nurses Foundation Volunteer Job Description Form

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

Job Description:

1. Provide leadership for conducting the business of the Iowa Nurses Foundation.
2. Maintain the minutes of all meetings of the Foundation; submit minutes within two weeks of each meeting.
3. Assure preservation of all papers, letters, and transactions of the Foundation.
4. Assure record keeping by administrative staff of the names and addresses of all persons who are Board members of the Foundation.
5. Contribute direction for volunteer recruitment, recognition and participation in activities.
6. Participate in INF activities and events: Legislative Day, Retreat and Annual Meeting.
7. 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