

## Iowa Nurses Foundation Volunteer Job Description Form

**Job Title:** Treasurer, 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. Meet as needed with Investment Banker and Foundation administrative support to review investments.
3. Provide a report to the INF Board regarding the financial standing of the Foundation periodically.
4. Provide leadership in developing an annual budget to be approved by the Foundation Board.
5. Serve as a signatory on INF bank accounts.
6. Contribute direction for volunteer recruitment, recognition and participation in activities.
7. Participate in INF activities and events: Legislative Day, Retreat and Annual Meeting.
8. 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. Familiarity with standard accounting and banking procedures.
2. Experienced in good business practices of the Foundation.
3. Desire to further Iowa Nurses Foundation's mission, initiatives and goals.
4. Knowledge about community resources.
5. 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