

**Iowa Nurses Foundation
Volunteer Job Description Form**

Job Title: Convention Liaison (Vice Chair of INF)

Responsible To: Chair, Board of Directors

Staff Liaison: Executive Director

Job Description:

1. Liaison between INF and Convention Committee
2. Actively participate in annual convention planning meetings
3. Confer with INF Board to determine recommended prioritization for CEU programs
4. Coordinate and/or designate responsibility for making initial contact with potential speakers
5. Communicate with convention chair, staff convention coordinator and INA Executive Director
6. Have an awareness of the approved convention budget for speakers and their expenses.
7. Coordination negotiation of speaker fees INA Staff Convention Coordinator.
8. Assure that INF members are available to introduce speakers at convention
9. Determine that thank you notes are sent to speakers by office staff personnel
10. Provide evaluation summaries to speakers that INA CE Specialist will prepare.

Time Required:

1. Participation in Convention Planning Committee meetings.

Time Commitment: Approximately 2-4 hours per month