

## **Iowa Nurses Foundation Volunteer Job Description Form**

**Job Title:** Iowa Nurses Association Representative

**Responsible To:** Chair, Board of Directors

**Staff Liaison:** Executive Director

**Job Description:** 1. Communicate information from INA Board  
2. Provide INF input into INA Board meetings

**Time Required:**

1. Attendance at INA/INF Board of Directors meetings.
2. Participate in major INF functions and events.

**Training Required for Job:**

1. In depth knowledge of INF vision, mission, policies and procedures

**In-Service Training Provided:**

1. Annual Leadership Retreat meeting.
2. Ongoing training at Board meetings
3. Regular mailings

**Qualification and Special Skills Needed:**

1. Member of INA Board either elected to serve as INF Board member **or** appointed by the INA President annually

**Time Commitment:** Approximately 2-4 hours per month