

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