

Iowa Nurses Foundation  
Volunteer Job Description Form

**Job Title:** Chair, Iowa Nurses Foundation Board

**Responsible To:** Members of Iowa Nurses Association

**Staff Liaison:** Executive Director

**Job Description:**

1. Preside at INF Board of Directors meetings.
2. Recommend candidates for appointment to vacancies
3. Participate and provide leadership for volunteer participation in all INF activities.
4. Review and evaluate activities and programs.
5. Represent INF at official functions
6. Establish in conjunction with the Board long range goals and strategies.
7. Assure the development of INF's budget.
8. Support INF financially personally; assist with securing corporate contributions, sponsorships; and participate in major fundraising events.
9. Prepare annual summary of activities.
10. Upon request writes articles for advancement of Board activities.
11. Serve as a member of the annual Convention planning committee.

**Time Required:**

1. Elected by the Board for a one year term
2. Attendance at four Board meetings
3. Regular consultation with Executive Director.
4. Communication with volunteers
5. Attendance at major INF/INF functions, i.e., annual convention, leadership retreats, may attend INA Board meetings

**Training Required For Job:**

1. In depth knowledge of the INF vision, mission, policies and procedures
2. Formal orientation to all aspects of INF's operations, activities, and programs.
3. Familiarity with recruitment, orientation, and management of volunteers.
4. Willing to make contacts in community and make presentations to benefit the INF/INA

**In-Service Training Provided:**

1. Annual Leadership Retreat meeting.
2. Orientation Day participation
3. Regular communication

**Qualification and Special Skills Needed:**

1. Desire to further INF's vision and mission
2. Knowledge about community resources
3. Good communication and team building skills.
4. Ability to plan for strategic activities both short and long range
5. Ability to represent INF within the state
6. Experience in meeting management

**Time Commitment:** Approximately 6-8 hours per month