

Iowa Nurses Foundation
Volunteer Job Description Form

Job Title: Treasurer

Responsible To: Chair, Board of Directors

Staff Liaison: Executive Director

Job Description:

1. Review the receipt and management of all funds of INF.
2. Provide a report to the INF Board regarding the financial standing of the Foundation semiannually.
3. Meet as needed with Executive Director and bank officials to review accounts.
4. Develop in conjunction with the Board an annual budget.
5. Serve as signatory on INF bank accounts.
6. Support INF financially personally; assist with securing corporate contributions, sponsorships; and participate in major fundraising events.

Time Required:

1. Attendance at Board of Directors meeting.
2. Participate in major INF functions and events
3. Elected annually by the Board

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 communication
4. Orientation to INF record-keeping system and policies

Qualification and Special Skills Needed:

1. Familiarity with INF materials and policies, especially accounting and financial procedures
2. Familiarity with standard accounting and banking procedures
3. Experienced in good business practices of INF
4. Willing to make contacts and proposals on behalf of INF

Time Commitment: Approximately 2-4 hours per month