

Iowa Nurses Foundation  
Volunteer Job Description Form

**Job Title:** Secretary

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

**Staff Liaison:** Executive Director

**Job Description:**

1. Maintenance of the minutes of all meetings of the Foundation.
2. Assure preservation of all papers, letters, and transactions of the Foundation.
3. Assure record keeping in office containing the names and addresses of all persons who are Board members of INF.
4. In collaboration with the Chair and Executive Director submit the meeting minutes within two weeks of each Board meeting.
5. Positively promote INF activities.
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 meetings.
2. Participate in major INF functions and events.
3. Elected by the Board for a one year term.

**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

**Qualification and Special Skills Needed:**

1. Good communication and team building skills
2. Good recording skills
3. Dedication to the vision, mission, and of INF
4. Knowledge about community resources.

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