



# Roles and Responsibilities

## Board of Directors

### Director

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#### **SPECIFIC RESPONSIBILITIES:**

The INF Director provides leadership for conducting the business of the Iowa Nurses Foundation. Contribute direction for volunteer recruitment, recognition, and participation in activities. Solicit money from donors and participate in fundraising events. Support INF financially with a personal contribution. Participate in INA activities and events. (*i.e., Legislative Day and Membership Assembly.*)

#### **TERM OF OFFICE:**

Elected by INA Members for a three-year term. The term of office shall commence at the adjournment of the INA Membership Assembly when election results are shared with the membership and shall continue for three years or until a successor is elected or appointed.

#### **QUALIFICATIONS:**

Must be a current INA/ANA member in good standing. General knowledge of Iowa Nurses Association and Iowa Nurses Foundation mission, policies, and procedures. A desire to further Iowa Nurses Foundation's mission, initiatives, and goals. Have knowledge about community resources. Willing to make contacts in the community and make presentations to benefit the Foundation. Familiarity or willingness to learn how to recruit, orient and manage volunteers.

#### **TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1-2 hours, for Board of Directors meetings, 4-5 times yearly.
- 1 hour per month on average, reading materials and responding to emails.
- 2-3 days annually for INA events.
- 2 day for INA/INF strategic planning.