



Roles and Responsibilities

Recently Licensed New Member Nurse Director

SUMMARY:

The Recently Licensed New Member Nurse Director, in practice less than six (6) years at the time of submitting their Consent to Serve and will contribute perspective and information to reflect the needs of nurses early in their nursing careers. Provides leadership for the association. Participates in developing objectives against which to review program progress and measure the effectiveness of the association in accomplishing its mission. Has legal and fiscal responsibilities to the members of the association.

TERM OF OFFICE:

Elected by the Members in odd years for a term of two years.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member outlined in INA Bylaws:

1. Ensures that the association assesses the needs of its members and of the profession.
2. Represents the members at large and considers the needs of the membership.
3. May serve as a representative for the association upon request by the President.
4. Represent a staff nurse or new grad constituency as appropriate for position.
5. Convene and co-chair the Membership/Public Relations Committee.
6. Provide leadership for volunteer recruitment.
7. Provide recognition and inspiration to motivate volunteer participation in all INA activities.
8. Prepare articles for the Iowa Nurse Reporter and annual book of reports.
9. Serves as a member of the Executive Committee and Board of Directors.

QUALIFICATIONS:

Must be a current INA and ANA member in good standing. Have a current and unrestricted RN license to practice in the State of Iowa. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with INA, as determined by the Board of Directors. Must have basic knowledge of parliamentary procedures and have a familiarity with the INA Bylaws and other rules of the organization. Been in practice less than six (6) years at the time of submitting their Consent to Serve.

TIME COMMITMENT:

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

- 1 to 2 hours, five to six times a year for Board of Directors meetings and committee meetings. Includes 2 face-to-face meetings per year that may coincide with other INA organizational events.
- 2-4 hours per month on conference calls of the Board of Directors and/or committees.
- 2 to 3 days, for the INA Annual Assembly and Board strategic planning day.
- 1 to 2 hours per week on average reading materials and responding to emails from ANA and INA.