New Hampshire Nurses Association
Volunteer Position Description

Position Title: President Elect, Board of Directors
Responsible to: President, Board of Directors
Staff Liaison: Executive Director

Position Description:
1. In the absence of the president, the President Elect shall assume the duties of the president.
2. The President Elect shall convene, be a member of, and serve as liaison to the NHNA Board of Directors for Commissions/Committees as assigned.
3. Provide leadership for volunteer recruitment and promote volunteer participation in all NHNA activities.
4. Represent NHNA at official functions.
5. Participate in major NHNA functions and events.
6. Support NHNA and whenever possible, assist to facilitate connections with corporate sponsors for major fundraising events.

Time Required:
1. Attendance at Board of Directors meetings.
2. Attendance at major NHNA functions.
3. Four years availability:
   • President-Elect: 1 year
   • President: 2 years
   • Past-president: 1 year

Training Required For Job:
1. Knowledge of NHNA mission, policies and procedures.
2. Ongoing training in all aspects of NHNA’s operations, activities and programs.
3. Familiarity or willingness to learn how to recruit, orient and manage volunteers.

In-Service Training Provided:
1. Orientation meeting.
2. Ongoing training at Board meetings as needed.
3. Electronic communications from NHNA as needed.

Qualification and Special Skills Needed:
1. Knowledge of NHNA vision, mission, goals, policies, procedures and bylaws.
2. Knowledge about community resources.
3. Good communication and team building skills.
4. Willing to make contacts in community and make presentations to benefit the NHNA.
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**Time Commitment:** Approximately 10-12 hours per month

**Evaluation:** Annual - based on meeting attendance, leadership exhibited and level of participation in Association activities.