



Subject	Job Description – ONF Trustee
Section	Job Description
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ONF Trustees

Term of Office: Two (2) years. Trustees may serve two consecutive two (2) year terms.

Responsible to: Board of Directors and Membership.

Purpose: Promotes the mission of the Oregon Nurses Foundation.

Responsibilities:

- Attends meetings of the Foundation Board.
- Provides fiscal and administrative oversight to Foundation activities.
- Actively promotes the Foundation mission and programs within the ONA membership and to the community.
- Actively engages in fundraising activities determined by the Board.
- Secures or contributes contributions of at least \$500 annually.
- Recommends activities and strategies for program expansion or new program development.

Time Commitment:

- Attendance at regular ONF Board meetings Board subcommittees and work groups may meet monthly between Board meetings. Meetings of approximately two hours in length in addition to travel time.
- Phone accessibility to be reached at home or at work.
- Miscellaneous telephone availability to set up meetings and conference in preparation for various committee meetings.
- One half to one hour each week for review of mailed materials.
- Attendance at annual meeting, conference and/or convention.
- Assigned duties at the annual meeting, conference and/or convention.

Qualifications:

- Must be an ONA member in good standing and for two (2) years prior to joining the ONF Board.
- Commitment to ONA purpose and philosophy.
- Ability to provide leadership in a volunteer organization.
- Sign a confidentiality agreement.

- Involvement in Constituent Association, Bargaining Unit, Cabinet or other ONA activity leadership position desirable.
- Experience in fundraising desirable.
- Have email contact capability.
- Involvement in an activity or organization related to the Foundation Mission.
- Interest in the nursing profession and the Foundation programs.
- Experience in fundraising.
- Experience as a member of a Foundation board desirable.

Recommended Qualifications:

- Previous experience as a constituent or state association Board of Directors preferred.
- Knowledge of local nursing activities and policy issues and previous involvement in local constituent association in leadership position.
- Experience as ONA delegate.
- Knowledge of, and participation in, state structural unit preferred (i.e., Cabinet and/or NUPAC, Bylaws Committee or constituent association leadership.)

Member Support:

- All Board members are reimbursed for travel, lodging, meals and child, elder disabled care associated with meeting attendance or representation of ONF. Mileage is reimbursed at the IRS rate. The child care/pet care reimbursement rate is \$100 per day.