



## Time Commitment for Board Members

One of the questions most frequently asked by candidates considering running for the CAP Board of Governors is about the time commitment involved.

The estimates below are minimum requirements and are meant to help perspective Board member candidates judge the possible impact on their schedules of serving as a board member. Actual time requirements may vary significantly depending on circumstances and issues facing the board. Please note that these estimates are for the Governor and ex-officio Board positions; a substantially greater time commitment is required by the College officers and those Board members who serve as council chairs.

### TRAVEL REQUIREMENTS

In addition to their commitments to the Board of Governors, most Board members serve on 1-2 CAP councils plus 1-2 committees of the Board. The actual number of additional appointments depends on the needs of the organization and on individual Board members availability and willingness to serve.

Following is an estimate of travel days required for each type of meeting. Most meetings are held over the weekend. These estimates do not include travel time, which will vary considerably depending on the candidate’s home and the meeting location.

Description	How Often	Days Required
Board of Governors Meetings	4 times per year	3 days, typically Friday-Sunday
Board Retreats	1 per year	1 day, typically attached to a Board meeting
Council Meetings	4 times per year per council appointment	2 days
Committee Meetings	2-4 times per year per committee	Typically 1-2 days
CAP Annual Meeting	1 per year	4-5 days, (Saturday-Tuesday)
CAP Policy Meeting <i>(encouraged, but not required)</i>	1 per year	3 days



### ADDITIONAL COMMITMENTS

In addition to travel time, Board members devote a significant amount of time between meetings on preparation and other College business. The following chart is an estimate of the non-traveling time commitment required of most Board members.

Description	How Often	Time Required
Board Conference Calls	Monthly, usually scheduled in months when the Board does not meet in person	1 hour
Committee Chair Calls	Quarterly	1 hour
Reviewing Board Meeting Agenda Books and Minutes	Quarterly	2-3 hours
Policy Review & email Ballots	Quarterly	2-3 hours
CEO Performance Review	Annually	3-4 hours
Council/Committee preparation and other business	Monthly	2-3 hours per council/committee

Please ensure that if you agree to run for a position on the Board of Governors you are willing and able to fulfill the above time commitment.

The College reimburses Board members for travel expenses plus up to \$1,500 per year for justified non-capital, out-of-pocket expenses incurred as a result of carrying out the responsibilities of their office.