

Time Commitment for RFEC Members

One of the questions most frequently asked by candidates considering running for the CAP Residents Forum Executive Committee is about the time commitment involved.

The estimates below are minimum requirements and are meant to help perspective RFEC member candidates judge the possible impact on their schedules of serving as an RFEC member. Actual time requirements may vary significantly depending on circumstances. A substantial time commitment is required by the RFEC Chair.

TRAVEL REQUIREMENTS

In addition to their commitments to the Residents Forum Executive Committee, some positions allow you the opportunity to serve on the CAP Board of Governors, the CAP House of Delegates and Resident and Fellow Section of the American Medical Association.

Following is an estimate of travel days required for each type of meeting. Most meetings are conducted virtually or in person 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 *
Committee Meetings	4 times a year	1.5 days, typically Saturday and Sunday
Spring Residents Forum Meeting	1 per year	1 Saturday
Fall Residents Forum Meeting	1 per year	1 Saturday
CAP Policy Meeting (<i>encouraged, but not required</i>)	1 per year	3 days
Council Meetings – Chair	3 times a year and one council telephone conference per year	2 days
AMA Meetings	1 Interim Meeting 1 Annual Meeting	3 days 3 days

* *Virtual meetings shorter in duration*

ADDITIONAL COMMITMENTS

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

Description	How Often	Time Required
Committee Conference Calls	Monthly, usually scheduled in months when the RFEC does not meet in person	1 hour
Committee Chair Calls	Monthly	1 hour
Reviewing Meeting Agenda Books and Minutes – Chair	3 times per year	2-3 hours



Description	How Often	Time Required
Council/ Committee preparation and other business	Monthly	2 hours per council or committee

Please ensure if you agree to run for a position on the RFEC, you are willing and able to fulfill the above time commitment.

The College reimburses RFEC members for travel expenses and provides a small budget for reimbursement of reasonable expenses during days away from their institution on CAP business.