

## Executive Position Time Commitment

### INTRODUCTION

To assist SGFP members to determine if they have the time required to effectively fulfil a role on the SGFP Executive ("SGFP Board") the Governance Committee has prepared the following document. It should be understood that this is our best estimate and time required could be more or less in a given year. Overall, being on the SGFP Executive requires:

- Attending 2-day in-person meetings about once every 6-8 weeks, usually in Toronto.
- Intermittent communication and committee work.
- Attending OMA PLG in the spring and OMA GA in the fall.
- Overall, this amounts to approximately **~16-20 hours** of work **per month**.

Additionally, SGFP executives will be required to review and revise documents, be an ambassador for the SGFP, and engage in strategic discussions which have not been captured in the time estimates below.

Activity (per year)	Time per SGFP Director
Attend Orientation - Welcome meeting with Chair Interview, introduction to board process, strategy, and supports with Chair	2 hours
Attend Board Meeting as Guest prior to effective date – In person	15 hours
Attend Board Meetings (two day in person event x ~ seven times a year)	105 hours
Board Meeting preparation (1 hour per meeting)	7 hours
Intermittent communication and committee work of ~5-7 hours per month	60 hours
Participate / attend SGFP AGM	6 hours
Attend OMA PLG / GA – In person 2 days x 2 weekends (two day in person event x twice a year)	30 hours
Attend SGFP PLG / GA pre session 2 x half days in person	8 hours
Attend OMA Advocacy event Queens Park – <i>Optional</i> In person	8 hours

**NOTE:** In person events require travel time. Travel time and meeting time are compensated.

**Simplified Timeline:** Please note these are approximate times (noted in hours) for planning purposes only. Board Directors will be given a 3-year Calendar upon orientation.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Board mtgs	15		15		15	15			15	15	15	
PLG						15						
GA											15	
AGM					6							
Mtg. Prep	1		1		1	1			1	1	1	
Committee/ Other Work	5	5	5	5	5	5	5	5	5	5	5	5
~Total Hours/mth	21	5	21	5	27	36	5	5	21	21	36	5