
 <b>Grand River Community Health Centre</b>	Main Folder: Board	Sub Folder: Governance	Number: BD-GOV-009	Policy & Procedure

Subject: Board and Committee Time Requirements	Date Originally Issued: 04.10 Date Revised: 04.13, 11.15, 06.18, 11.18 Date Reviewed:
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Issued by: HR & Board Development Committee	Approved by: Board of Directors 
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**Policy**

The GRCHC understands the need for personal balance in work, home and volunteer life. Therefore, potential members are provided with guidelines as to the amount of volunteer time required to be on the board.

**Procedure**

During the recruitment process, potential board candidates are informed of the following estimated times for board and committee involvement.

**BOARD MEMBER PARTICIPATION:**

**Responsibility**

	<b>Approx. Time</b>
• Attendance at board meetings. Approx. 10 @ 2-2.5 hours in length	25 hrs
• homework or reading, 1 hour/month*	12 hrs
• special events i.e., open house, 2 per year @ 2 hours	4 hrs
• workshops/board training 1 to 2/year @ 3 hours	6 hrs
<b>Total/Year</b>	<b>47 hrs</b>

\* flexible

**COMMITTEE PARTICIPATION:**

Each board member is expected to be a member of one standing or ad-hoc committee.

**Responsibility**

	<b>Approx. Time</b>
i. participation on standing committee or as Board Liaison	18 hrs
<b>Total/Year</b>	<b>18 hrs</b>

**Total Volunteer Time Commitment: 65 hours/year**

Additional participation as an executive officer (chair, vice-chair, treasurer and past-chair) or as a member of an ad-hoc committee or task group requires an additional time commitment. A meeting schedule for board and committee meetings is maintained by the GRCHC head office and distributed to board and committee members.